

**FREEDOM OF INFORMATION
AND
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION
SECURITY INDEX**

FILE NUMBER: 100-358086

SECTION : 26



FEDERAL BUREAU OF INVESTIGATION

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STANDARD FORM NO. 64

Office Memorandum

UNITED STATES GOVERNMENT

GOVERNMENT

DATE: 10/23/53

TO :

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section Records as of October 15, 1953.

Attachments

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL Alien
 CS Comsab
 DC Detcom
 KF Key Figure
 NA Naturalized
 NB Native Born
 TF Top Functionary

AEP Atomic Energy Program employees
 BUL Bulgarian
 COM Communist Party, USA
 CZE Czechoslovakian
 ESP Espionage subjects
 FGE Foreign Government employees
 GOV United States Government employees
 HUN Hungarian
 ILL Independent Labor League
 ISL Independent Socialist League
 NPR Nationalist Party of Puerto Rico
 PPA Proletarian Party of America
 PRO Prominent Person
 RUM Rumanian
 RUS Russian
 RWL Revolutionary Workers' League
 SWP Socialist Workers' Party
 ULP United Labor Party
 UNE United Nations employees
 YUG Yugoslavian

1556

ENCLOSURE /



Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 24, 1953

FROM :

SUBJECT: SECURITY INDEX
UNITED STATES GOVERNMENT EMPLOYEES

SYNOPSIS:

To answer the Director's inquiry as to whether the individuals in the Security Index who are U. S. Government Employees have been especially called to the attention of the Department. An up-to-date Security Index list is furnished to the Department each month. Since the list furnished to the Department on January 29, 1951, we have listed the names of individuals employed in the U. S. Government on a separate page, the page so identified. At the time the individuals in that category were listed on a separate page, the Department was advised that this was done in order that the number and identity of such individuals could be readily determined and special consideration afforded prior to any arrest. Since that time individuals employed in that category have been listed on a separate page on the Security Index list furnished to the Department. To date 5 names included in the U. S. Government have been approved by the Department. Subdivision of the Security Index formerly maintained for individuals prominent in the business and professional fields. On May 24, 1951, we asked the Department to give early attention to the review of the 34 prominent individuals named in that group. Matter followed by conferences and by memoranda. On February 29, 1952, we advised the Department that the names of those individuals were being removed from the Security Index because no advice had been received. We continued to follow the Department for advice and on March 16, 1953, the Criminal Division advised that preliminary reviews had been conducted on the files of the 34 prominent individuals but that final determination in the matter was being withheld until that Division had further experience in processing other names on the Security Index. On June 18, 1953, Department Attorney . . ., advised that the cases had been reviewed and he anticipated that advice in the matter would be forthcoming. To date none of the 34 individuals have been approved by the Department for inclusion in the Security Index.

This group is being reviewed in the Security Index. The names of these individuals are being reviewed in the Security Index.



RECOMMENDATION:

If you approve, there is attached a letter to Assistant Attorney General suggesting that priority consideration be given to the review of Security Index subjects employed in the U. S. Government.

Just follow up promptly

DETAILS:

This memorandum is prepared to answer the Director's inquiry as to whether the individuals in the U. S. Government Employees Section of the Security Index have been especially called to the attention of the Department.

An up-to-date Security Index list is furnished to the Department on a monthly basis. Since January 29, 1951, in order that the number and identity of Security Index subjects



Security Index Subjects

employed in the United States Government could readily be determined, the names of those individuals have been listed alphabetically on a separate page attached to the monthly Security Index list. The page is especially identified as a listing of United States Government Employees. The Security Index cards for these individuals are maintained separately in our Security Index as a subdivision of the Special Section.

At the time the individuals employed in the U. S. Government were especially set out in the Security Index list furnished to the Department, the matter was called to the attention of Colonel [redacted], an assistant to former Deputy Attorney General [redacted]. Colonel [redacted] was in charge of plans concerning the Detention Program at the Department. He was advised that those individuals were especially set out in order that the number and identities could be readily determined and special consideration afforded prior to an arrest in event of an emergency in view of the nature of the employment. He was advised that each individual's subversive affiliations and activities warranted inclusion in the Security Index according to standards in that matter the same as any other individual included in the Security Index list.

You will recall that we formerly maintained a subdivision of the Special Section of the Security Index for individuals prominent in the business and professional fields.* These individuals were also listed separately in the Security Index list furnished to the Department and were likewise called to the attention of Colonel [redacted] on January 29, 1951.

By a memorandum dated May 24, 1951, to former Deputy Attorney General [redacted] we urged an early review of all of the Security Index cases by the Department. We especially requested to be advised at an early date as to whether the 34 individuals included in the Security Index whom we considered prominent in the business and professional fields should be continued in the Security Index. This matter was repeatedly called to the Department's attention at conferences with attorneys in the Department and by memoranda. On February 29, 1952, by a memorandum to the Attorney General we advised that no advice had been received as to whether the Department approved or disapproved the listing in the Security Index of any of the named prominent individuals and that in view of that fact

*The Government Employees [redacted] are not included

we were removing their names from the Security Index list until such time as the Bureau receives specific instructions from the Department in each case. They were so removed.

Since that time the field has been required to submit an up-to-date investigative report on each of the prominent individuals at least each six months and their names are included in the War Plans of the Internal Security Section for immediate presentation to the Attorney General in the event of an emergency, providing Department approval has not been received.

Since that time we have continued to follow the Department for advice in these cases. By a memorandum dated March 16, 1953, Assistant Attorney General advised that preliminary reviews had been conducted on the 34 prominent individuals especially named but that he was withholding a final determination in the matter until the Criminal Division had some further experience in processing the other names on the Security Index.

On June 18, 1953, ., Department Attorney in charge of the attorneys reviewing the Security Index cases, advised that the reports on the 34 prominent individuals had been reviewed and he anticipated that advice in each case would be forwarded to the Bureau in the near future. To date none of the names of the prominent individuals have been approved for inclusion in the Security Index.

In connection with the employees of the U. S. Government whose names are in the Security Index we are directing a letter to suggesting that the review of those cases receive priority attention. To date five individuals listed as employees of the United States Government have been approved by the Department for inclusion in the Security Index and for apprehension in the event of an emergency.

Office Memorandum

UNITED STATES GOVERNMENT

GOVERNMENT

TO :

DATE: September 23, 1953

FROM :

SUBJECT: EMPLOYEES IN THE POST OFFICE DEPARTMENT
Miscellaneous - INTERNAL SECURITY (C)

By memorandum dated September 16, 1953, the Attorney General was furnished the names of individuals who are contained in our Security Index and who are also employed by the U.S. Government, the United Nations, or other international organizations.

On September 23, 1953,

These men, came to the Bureau and talked with [redacted] that the Post Office Department has received a memorandum from the White House to the effect that seven individuals still on the Post Office payroll were on a list of thirty individuals who are government employees and who are considered to be security risks. Messrs. [redacted] and [redacted] asked if the Bureau had furnished all pertinent reports to the Civil Service Commission.

In this connection a review of the files reflects that loyalty investigations have been made with respect to each of the seven Post Office employees who are listed as follows:

All of the pertinent information in the Bureau files concerning these individual has previously been furnished to [redacted] with the exception of that on [redacted]. In connection with [redacted], a security report was submitted to the Bureau dated August 31, 1953, which contained some information which had not previously been set forth in a loyalty report. A copy of this report was furnished to the Post Office Department by Liaison today.

[redacted] telephoned at 11:40 AM, September 23, and advised that he had just left the Postmaster General's office and wanted to "set the records straight" inasmuch as he had overheard the Postmaster General tell Mr. Hoover that the Post Office was in possession of "only meager information" in these seven cases. [redacted] said that the Postmaster General has used a "bad choice of words" inasmuch as it was [redacted] opinion that the information furnished by the Bureau was voluminous.

Each of these seven cases has been reviewed and there are attached memoranda which reflect the activity of the individual which led us to place him on the Security Index. In each instance there is definitely sufficient information on each of these individuals to warrant inclusion in the Security Index.

With respect to he is apparently no longer with the Post Office Department and so advised Messrs. and during his conversation with them today. it should be noted that

ACTION:

None. The above is for your information.

UNRECORDED
10-13-53

The Director

October 13, 1953

PROPOSED MANUAL CHANGE
MANUAL OF INSTRUCTIONS
SECURITY INVESTIGATIONS
SECTION 87C

General
Although the special section of the Security Index relating to United Nations Secretariat and other international organization employees pertains primarily to subjects within the jurisdiction of the Washington Field and New York Offices, it is desirable to point out in connection with this category that persons under investigation should be considered for the Security Index only if they are citizens of the United States or immigrants or stateless persons not having the protection of an international organization visa.

This has been pointed out in the past to the Washington Field and New York Offices.

RECOMMENDATION:

There is attached a recommended manual change so that this distinction may be clear to all Agents.

UNRECORDED

October 13, 1953

**PROPOSED MANUAL CHANGE FOR SECTION 87C
MANUAL OF INSTRUCTIONS**

It is proposed that the first paragraph on page 30d of Section 87C regarding the special section of the Security Index as it relates to United Nations Secretariat and other international organization employees be amended to read as follows:

Because of the fact that they are employees of such organizations, regardless of their national origin, and the State Department must be notified after such apprehensions take place. In this category would be citizens of the United States and those immigrants or stateless persons not having the protection of a U.S. passport or other document issued under the provisions of Title 8, U. S. Code, Section 1101 (a) (10) (B) and who do not have protection of the International Organization Statistics Act.

ENCLOSURE /

Office Memorandum • UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: October 14, 1959

FROM: THE EXECUTIVES' CONFERENCE

SUBJECT: DISSEMINATION OF INFORMATION FROM BUREAUS OUTSIDE OF THE EXECUTIVE DEPARTMENT AND RECOMMENDATIONS AS TO FURTHER PROCEDURES

The Executive Conference, considering of Messrs.

on October 14, 1959, considered current policy relating to dissemination of information from Bureaus outside of the Executive Department and made recommendations as to further procedures. As the problems covered are of a general nature, they are set forth in the long, under separate captions with the Executive Conference recommendations as to each.

(1) Dissemination Under Program "Responsibilities of the FBI in the Internal Security Field"

Under this program the Bureau volunteers information regarding subjects who are on the Security Index to the Government or other persons to whom dissemination of information is not appropriate under the circumstances, when the subject is employed by a public institution outside the United States (of information on vital facilities, where made for a need for security of public or semi-public organizations). In each instance the Bureau specifically passes upon the information to be disseminated, the dissemination to be made, and the fields of required dissemination, a statement regarding the reliability and observations of the individual to whom the information is given before authority is granted.

The "Responsibilities Program" was initiated as a result of the conference on February 12, 1951, between the Director and a Committee of Governors appointed by the Executive Committee of the Governor's Conference. The Committee was designated to come to Washington for the purpose of developing greater coordination in the field of internal security between the state and federal governments.

The basis for the Bureau's present policy under this Program is a memorandum dated February 13, 1951, which points out that we consider it a fact that the Bureau is responsible for the internal security of the country as a whole and that public utilities, public organizations and semi-public organizations are serving large portions of the people. It explains



MEMORANDUM FROM THE DIRECTOR

It is the responsibility of the [redacted] for the protection of the [redacted] when we have information of a subversive [redacted] activity. The memorandum [redacted] that the [redacted] for the people and [redacted] the recipient of our [redacted] information should be the [redacted] of our [redacted] for police departments [redacted] the people. This was discussed at [redacted] Conference on February 16, 1953, and instructions were sent to the field by SAC [redacted] #19 dated February 17, 1953. The field was instructed that local conditions would govern the selection of the agency to which the information was to be furnished. In some instances it would be advisable to furnish information to the governor and in other instances more advisable to deal directly with the local office of the [redacted] the field office had excellent relations and [redacted] had been [redacted] such as the [redacted] of [redacted] or Mayor.

Under this program the Bureau has disseminated information regarding subjects of Security Index cards to a large number of state and local officials. Our records show the relationship to be kept confidential have been [redacted] in nearly all cases. However, the City Manager of [redacted]

in [redacted] recently volunteered information to [redacted] regarding an employee of the City of [redacted] reported to the press under political pressure that the Bureau has the source of information. There have been one or two other instances where the source indicated that a confidential arrangement had been made, but not as [redacted] as the case of [redacted]. In each instance where our confidence is abused, a question has, of course, [redacted] regarding our standard claim that the files of the FBI are confidential.

Executive Conference Recommendation

The Executive Conference unanimously felt that the advantages of disseminating information under this program outweigh the disadvantages and that the Bureau under this program is [redacted] of responsibility to the people of this country. The Conference felt further that this program is the Bureau's [redacted] of any [redacted] of state or local officials that the Bureau is not cooperating in the Security Index. The Conference unanimously felt that dissemination of this information should be restricted to Security Index subjects and that it should not be [redacted] information regarding individuals not

UNRECORDED
10-14-53

MEMORANDUM FOR THE DIRECTOR

Re: The Secretary Under - Any operations of this type should be
generally considered as being confidential in nature and
the methods of dissemination

It is recommended that hereafter dissemination under this program should be made
confidentially to the state governments or in their absence to the
reasons exist as to why it should not be furnished to the government,
to another responsible state official, or recommended to the field
office only if a good reason exists why the information should
be given to the governor or state official. We can then consider
as an exception furnishing the information to a reliable local
official. This procedure would have the effect of keeping out
dissemination on a high state level and restricting dissemination
to 48 states rather than to numerous local officials.

It is recommended that where confidential information is disseminated
that the Bureau should be notified of the dissemination by the
state or other officials of the state or of a general public official
of the state or other officials of the state. In the event that
under the current laws, state and federal laws, in such cases
the information is furnished to a general public official,
noted that the restriction of dissemination to the state
level, the government will have to pass the information on to
local officials who can take their own action and dissemination
dissemination absolutely necessary will be approved by the
dissemination by the Bureau. They feel that local officials
will honor the confidential nature of the information to a
greater degree if the Bureau deals directly with them.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 27, 1953

FROM :

SUBJECT: SUBVERSIVE INDIVIDUALS
 TABULATIONS BY VOCATIONS AND
 FIELDS OF EMPLOYMENT *of Subversive Individuals*

SYNOPSIS:

Security Index. General

A study has been made of 21,739 individuals included in the Security Index whose subversive affiliations or associations are Communist or other Marxist-Leninist organizations or front groups. While membership in subversive organizations cannot be established in every instance, these individuals are considered as potentially dangerous to the nation in the event of an emergency. The study is set forth under 2 tabulations: (1) by actual vocation; and (2) by the general field of industry in which each individual is employed. As an example of the manner in which the tabulations have been made: A clerk employed by the New York City Board of Education is tabbed clerk under the vocation tabulation and under the educational field for general field of industry tabulation. Of the 21,739 individuals considered

- 33.03% are in the business, professional, and cultural field;
- 29.64% are classified Miscellaneous (domestic service, odd jobs, individuals not gainfully employed, housewives, students, and retired persons);
- 22.28% are in basic industrial and manufacturing fields;
- 7.99% are in political, labor union, and subversive organizations;
- 3.96% are in food production industries and utilities;
- 3.10% are in basic raw material fields and related industries.

These statistics will not be current for any appreciable length of time inasmuch as the individuals studied in connection with this survey change employment frequently.

ACTION:

This is for your information.

/

DETAILS:

A study has been completed regarding the vocation and field of employment of 21,739 individuals included in the Security Index as of October 2, 1953, whose subversive affiliations or associations have been determined to be with Communist or other Marxist-Leninist organizations and fronts. It includes individuals affiliated with the Socialist Workers Party, Independent Socialist League, Proletarian Party of America, Revolutionary Workers League or whose nationalistic tendencies are pro-Soviet. These individuals have engaged in subversive activities to such an extent that they are considered for detention in the event of an emergency; however, that fact does not mean that membership in the Communist Party or other revolutionary or subversive organizations can be established in every instance. Individuals are considered potentially dangerous based on all the facts whether or not membership in a subversive organization can be proven.

This study for purposes of clarity is set forth under 2 tabulations; (1) by actual vocation, and (2) by the general field of industry in which each individual is employed. We found these 21,739 people employed in many types of jobs. We classified these jobs into general fields of industry. Where an individual was holding 2 jobs, it was necessary to select the most logical vocation and field of industry to avoid multiple listing. In any instance when an individual was found to be unemployed, he was listed under his last-known employment in regard to his vocation. He was listed as unemployed in the general field of industry. As examples of the manner in which the tabulations have been based;

- 1) An unemployed carpenter is tabbed as a carpenter under the vocation tabulation and as unemployed in the general field of industry;
- 2) A clerk employed by the New York City Board of Education is tabbed as a clerk under the vocation tabulation and under the educational field for general field of industry tabulation;
- 3) A stenographer employed by the Ford Motor Company is tabbed as a stenographer under the vocation tabulation and under the automotive manufacturing industry for general field of industry.

In regard to fields of industry it has been necessary to select the logical or obvious field in which a company or business is engaged although large industries such as the automobile industry engage in the manufacture of many different types of products not related to the production of automobiles.



I should like to point out that these statistics will not be current for any appreciable length of time inasmuch as there approximately 350 to 400 changes made weekly to existing security index cards and many of these changes affect the employment of individuals listed in the Security Index.

In order to show a brief, composite picture the general fields of industry have been classified into 6 groups. The number and percentage of individuals in each of the 6 groups are set out as follows:

	<u>Number</u>	<u>Percentage</u>
Business, Professional and Cultural Fields	7180	33.03
Miscellaneous (domestic service, odd jobs, individuals not gainfully employed, housewives, students and retired persons)	6445	29.64
Basic Industrial and Manufacturing Fields	4844	22.28
Political, Labor Union and Subversive Organizations	1736	7.99
Food Production Industries and Utilities	860	3.96
Basic Raw Material Fields and Related Industries	<u>674</u>	<u>3.10</u>
	<u>21739</u>	<u>100 %</u>



TABULATION BY VOCATIONS

Professional and Semiprofessional Workers

Actors and actresses	78
Architects, designers and draftsmen	178
Artists and art teachers	150
Auctioneers	2
Authors, editors, writers and reporters	597
Bankers, bank officials and loan agency officials	4
Chemists, assayers and metallurgists	106
Clergymen	35
Contractors	77
Dancers, showmen and athletes	43
Dentists	78
Engineers (civil, electrical, mechanical and technical)	218
Florists	6
Funeral directors	1
Jewelers	39
Lawyers	372
Librarians	39
Musicians and music teachers	110
Nurses, student nurses and nurses aides	117
Opticians and optometrists	40
Osteopaths and chiropractors	10
Pawnbrokers	3
Pharmacists	38
Photographers	52
Psychiatrists	25
Physicians and surgeons	186
Social and welfare workers	148
Surveyors	6
Teaching profession:	213
College Presidents, professors and instructors	451
Teachers (not classified elsewhere)	8
Veterinarians	386
Professional and semiprofessional workers not classified elsewhere	

Proprietors, Managers and officials (not classified elsewhere)

Officials or organizers for Communist fronts	193
Officials or organizers for Communist Party	249
Officials or organizers for revolutionary organizations or fronts other than Communist	35
Officials, organizers or business agents for any union (employed by union)	625
Officials or organizers for Progressive Party	13
Officials or organizers for any political party (except Progressive Party)	6
Proprietors, managers or officials not classified elsewhere	1616

Clerical, Sales and Kindred WorkersClerical and Kindred Workers

Baggagemen and railway clerks	16
Bookkeepers, accountants, cashiers, ticket agents	319
Messengers	8
Office machine operators	16
Shipping and receiving clerks, stock clerks, dockhands, warehousemen	256
Stenographers, typists and secretaries	520
Telegraph and radio operators	34
Telephone operators	47
Other clerical and kindred workers	1038

Salesmen and Saleswomen

Canvassers and solicitors	33
Hucksters and peddlers	32
Newspaper, magazine and book salesmen	32
Insurance agents and brokers	90
Real estate agents and brokers	65
Other sales agents and brokers	114
Other salesmen and saleswomen not classified elsewhere	681

Craftsmen, Foremen and Kindred Workers

Bakers	26
Blacksmiths, foremen and hammermen	10
Boilermakers	8
Cabinetmakers and pattern makers	40
Carpenters	326
Compositors and typesetters	37
Dressmakers and seamstresses	147
Electricians	175
Foremen (not classified elsewhere by industry)	65
Inspectors (not classified elsewhere by industry)	111
Machinists, millwrights and toolmakers	413
Masons, tile setters and stonecutters	25
Mechanics and repairmen	272
Molders, smeltermen and coremakers	58
Painters, decorators, paperhangers and glaziers	284
Plasterers and cement finishers	24
Plumbers and gas and steam fitters	65
Printing craftsmen (except compositors and typesetters)	149
Rollers and roll hands (metals)	9
Roofers and sheetmetal workers	45
Shoemakers and shoe repairers	34
Stationary engineers, cranemen and hoistmen	47

Structural and ornamental metal workers	31
Tailors and furriers	170
Technicians	155
Other craftsmen and kindred workers not classified elsewhere	757

Operatives and Kindred Workers

Aircraft pilots, radiomen and navigators	4
Apprentices (not classified elsewhere)	12
Attendants at filling stations, parking lots, garages, and airports	26
Brakemen, switchmen, signalmen, towermen, and trackmen (railroads)	32
Chauffeurs, truck drivers, deliverymen and taxi drivers	240
Conductors, motormen, drivers (bus and street railways)	22
Firemen (except locomotive and fire department)	15
Laundry and cleaning operatives and laundresses (except private family)	42
Linemen and servicemen (telephone, telegraph and other utilities)	21
Locomotive engineers, motormen, conductors, brakemen and firemen	34
Machine operators	415
Mine operatives and laborers	69
Power station operatives	8
Sailors and deckhands	92
Welders and frame-cutters	112
Operatives and kindred workers not classified elsewhere	169

Domestics

Domestic service workers	55
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Protective Service Workers

Firemen (fire departments)	8
Guards and watchmen	29
Policemen, sheriffs or anyone with power of arrest	1

Service Workers (except domestic and protective)

Barbers, beauticians and manicurists	74
Boarding house, lodging keepers and landlords	58
Charwomen, janitors and porters	192
Cooks (except private family - see domestics)	69
Elevator operators	23
Housekeepers, stewards, hostesses (except private families)	22

Practical nurses and midwives	27
Servants (except private family)	6
Waiters and bartenders	142
Other service workers except domestic and protective	81

Farming

Farmers, farm managers and foremen, ranchers and poultry raisers	324
Farm laborers	38

Laborers (not classified elsewhere)

Fishermen	18
Longshoremen and stevedores	153
Lumbermen, raftsmen and woodchoppers	45
Other laborers not classified elsewhere	1303

Miscellaneous

Gamblers	7
Housewives	3747
Retired, pensioned and not gainfully employed including insane and incapacitated	284
Students	383

21739

TABULATION BY FIELD OF INDUSTRY
BUSINESS OR SERVICES

Basic Industrial and Manufacturing Fields

Aircraft industry including parts and related material	93
Alloy industry not classified elsewhere	19
Atomic Research and production	5
Automotive manufacturing industry, including parts and related material	384
Bearings and gears production	22
Biological warfare research and production	1
Chemicals, drugs, plastics, paints, rayon and related industries	219
Communications field (telephone, telegraph, radio and television)	104
Construction equipment manufacturing	18
Construction field (all types)	721
Electrical and electronic industries including radio and radar production	461
Engines, turbines, pumps, related material and parts	56
Instruments, gauges and related products	82
Machinery, tool and die manufacturing industries not classified elsewhere	305
Manufacturing industries not classified elsewhere	390
Metal products (fabricated) not classified elsewhere	345
Munition production and storage	3
Photographic equipment industry	24
Railway equipment manufacturing	46
Research field not classified elsewhere	44
Shopbuilding industry and related products	39
Steel, iron and metal foundries and industries not classified elsewhere	377
Textile and clothing industries and production	488
Transportation field - passenger and freight (air, land and water)	400
Waterfront and port facilities employment not classified elsewhere	177
Weapon production - all types	21
	<u>4844</u>

Basic Raw Material Fields and Related Industries

Coal Mining Industry	49
Fur industry	73
Leather industry	79
Lumber Industry and wood product manufacturing	151
Mining and mineral industries (except coal)	42
Paper industry and related products	62



1559

Petroleum industry including production and distribution (except public utilities)	62
Rubber industry and related products	61
Stone, clay, glass and cement industries	77
Tobacco industry	18
	<u>674</u>
<u>Food Production Industries and Utilities</u>	
Farming and related fields	377
Food and dairy production and handling not classified elsewhere (except farming, retail and wholesale sales and restaurants)	419
Public Utilities (heat, light and power)	57
Water supply	7
	<u>860</u>
<u>Business, Professional and Cultural Fields</u>	
Advertising field	127
Arts and music field	178
Business services not classified elsewhere	814
Decorating, designing and painting fields	265
Educational field (actual employment - students not included)	675
Entertainment field	191
Financial field	63
Hospitals, clinics and nursing field	226
Hotels, tourist cabins, rooming houses, apartments, office buildings, taverns and restaurants	430
Insurance field	173
Laundries, cleaners and related businesses	175
Legal field	431
Medical and health services - professional and semiprofessional	433
Motion picture field	66
Printing and engraving field	204
Professional and semiprofessional services not classified elsewhere	120
Publishing, newspaper and writing fields	516
Real Estate field	118
Religious field (all types)	44
Retail and wholesale sales - all types - not classified elsewhere	1703
Social and charitable organizations	205
Warehousing and storage facilities	23
	<u>7180</u>

Political, Labor Union and Subversive Organizations

Foreign government and quasi-foreign government establishments	52
Political organizations - all types	29
State, county and city governments or services (not classified elsewhere)	177
Subversive organizations and fronts - all types including publications	651
Unions (actual employment by unions)	791
United Nations or other international organizations	11
United States Government Employees	25
	<u>1736</u>

Miscellaneous

Domestic Services	61
Unemployed or not gainfully employed - including retired persons, housewives, students, etc.	5704
Unknown employment (investigation pending)	498
Odd jobs and odd industries	182
	<u>6445</u>
TOTAL	<u>21736</u>

ALC



Office Memorandum • UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: October 29, 1953

FROM: THE EXECUTIVES' CONFERENCE

SUBJECT: ~~DISSEMINATION OF INFORMATION BY THE BUREAU TO THE~~
~~THE EXECUTIVES' DEPARTMENTS~~

The Executives' Conference consisting of Messrs.

on October 28, 1953, again considered certain phases of our program entitled "The responsibilities of the FBI in the Internal Security Field."

On October 14, 1953, this matter was considered by the Executives' Conference and the recommendation was made and approved that the program should be continued; that the voluntary dissemination of information by the Bureau should be restricted to Security Index subjects and any exceptions should be most carefully considered. The Conference also discussed the method of dissemination, part recommending that we continue the policy in effect up to October 14, 1953.

That is, that the information be disseminated to the Governor of a state or other state official, or to a responsible local official or Chief of Police, wherever it is the most appropriate under the circumstances, with the understanding in each case that the information be furnished confidentially. The remainder of the Conference recommended that dissemination be made confidentially to the State Governor, or in his absence or if reasonable why it should not be furnished to the Governor, to another responsible state official recommended by the field office, that if a good reason exists why the information cannot be given to the Governor or state official, we can then consider as an exception furnishing the information to a reliable local official. The Director concurred in the latter recommendation.

On October 28, 1953, the Conference again considered the question of the method of dissemination, based on concrete examples where the field requested authority to disseminate information on Security Index subjects as follows:

DISSEMINATION CONFERENCE
RECOMMENDATIONS

Messrs. [redacted]

recommended that this information be disseminated to Governor [redacted] rather than to the local officials named above. They pointed out that the Governor of a State is the top official in the state and has a responsibility to all of the people in the state, particularly in the field of security, and that the Governor, if furnished information by the FBI on a confidential basis, can direct the information without revealing the source to responsible federal agents who can do so. They pointed out that by the same methods are used in disseminating our direct dissemination to a limited number of sources and, thus, have a far better probability that our cooperation will be kept confidential.

Messrs. [redacted]

recommended that we disseminate the information to the Governor or other state officials or local officials wherever that is most appropriate under the circumstances on a confidential basis. They felt that a delay would ensue if the information were channeled through the Governors down to the action level and that the Governors would probably advise the local officials that the information comes from the FBI, regardless of arrangements made with the Governors.

Employment Positions of Subjects
To Be Covered By Dissemination

The Conference also considered whether dissemination on Security Index subjects under this program should be limited strictly to persons employed by public utilities.

MEMORANDUM FOR THE DIRECTOR

It was pointed out that the theory of the Responsibility Program is that the FBI is responsible for the internal security of the country as a whole and that public utilities, public organizations and semi-public organizations are serving large portions of the people and that we have a responsibility for the protection of the facilities when we have information of a subversive nature affecting them.

Under this theory it would appear highly desirable that we furnish information on those subjects of the Security Index who are employed in a variety of municipal or local government, or employed in public schools, systems or in public utilities such as city water works, electric and gas companies, not included in the Vital Facilities Program (those security threats in the Vital Facilities Program are only by dissemination to the Armed Services). It was pointed out that persons employed in the above categories are in a position to commit sabotage because of employment in a public utility or to influence the people or mislead them in information affecting the people because of their public position which carries a public trust.

EXECUTIVES' CONFERENCE
RECOMMENDATIONS

The Executives' Conference unanimously recommended that the dissemination under this program of information pertaining to Security Index subjects be applied on the basis of employment in public and semi-public organizations and facilities as set forth above. If you agree, this will be done.

Handwritten signatures and notes:
J. Edgar Hoover
L. B. Nichols
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Belmont
Mohr
Winterrowd
Tele. Room
Nease
Gandy

Respectfully,
For the Conference



1560
changed to
182

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, F.B.I.:

FROM : SAC, DENVER

SUBJECT: SECURITY MATTER - C
DENVER

DATE: November 6, 1953

There is enclosed herewith the report of SA dated November 6, 1953.

Reference is made to Bureau letter to Denver dated March 13, 1952, instructing that the Security Index card for the subject be cancelled at that time. Bulet also advised this case had been presented to the Department for an opinion as to whether the subject's name should be carried in our Security Index. The Bureau also instructed that the case should be maintained in a pending or pending inactive status and that a periodic report must be submitted.

The Bureau is requested to advise this office whether or not the department has rendered a decision as to whether or not the subject's name should be carried in our security index.

A review of the file reflects that we have received no information that is presently engaged in any Communist activity.



1560
changed to
182

SAC, Denver (

December 23, 1953

Director, FBI

SECURITY MATTER - C

Reurlet 11-6-53, inquiring whether the Department has rendered decision as to whether the subject's name should be carried in the Bureau's security index.

This matter is being followed by the Bureau with the Department but as yet the Department has not come to a decision. You will be advised as soon as a decision is reached at the Department.

NOTE: On 2-29-53 the Department was advised that the Prominent Individual Section of the Security Index was being discontinued and subject's name along with others was being removed from the security index pending a decision by the Department. The Department has been followed regarding this matter on 3-16-53. On 9-30-53 the Department advised that the Criminal Division was discontinuing general review of security index cards. On 10-15-53 the Bureau objected to this action of the Department and strongly recommended that the Department should at least consider reviewing a limited number of security index subject reports, including prominent individuals. On 11-17-53 the Attorney General advised that he had instructed the Criminal Division to continue review of special cases in the security index including prominent individuals of which subject is one. This matter was again followed with the Department on 12-15-53, but the Department has come to no decision as yet. (

1561

FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 6, 1953

TO :

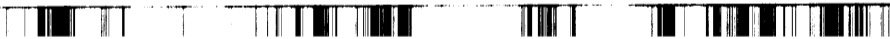
FROM :

SUBJECT:

SECURITY INDEX - General

During the past week, 86 new cards were added to the Security Index and 15 cards were cancelled, a net increase of 71 cards.

The Security Index count as of today is 23,239.



STANDARD FORM NO. 64

Office Memorandum • UNITED

GOVERNMENT

TO

DATE: November 4, 1953

FROM

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Security Index - General

SYNOPSIS:

The field has submitted 7,724 summary reports in Non-Key Figure and Non-Key Facility Security Index cases. This is 48% of such cases in which summary reports are scheduled for preparation. Twenty-five offices having comparatively few Security Index cases have completed the project. Breakdown of status of project in each office attached hereto.

ACTION:

Attached are letters to Los Angeles, Philadelphia, St. Louis, San Diego and Seattle, whose production to date is under the field average of 48%, instructing those offices to take steps to materially reduce their backlogs of cases under this program.

The next quarterly status letters will reflect the status of the project as of January 1, 1954. You will be advised of the status of the project at that time.

DETAILS:

Each office is required to submit a quarterly status letter in connection with the project of preparing summary reports reflecting the progress made in submission of these reports. These status letters include statistics on all Security Index subjects who are not employed in Key Facilities or are not Key Figures. Summary reports on Key Facility employees were to be submitted at the time that the regularly scheduled six-month reports were due in each case. Summaries on Key Figures are being deferred until after summaries are prepared on all other Security Index subjects.

The following tabulation reflects the status of this project as of the dates indicated. The differences in the figures appearing in the left hand column are due to changes in categories of cases in the Security Index because of deletions of Key Figures or the subjects become no longer associated with Key Facilities as well as other variations in the content of the Security Index.

	<u>Number of Summaries Scheduled in Non-Key Facility and Non-Key Figure Cases</u>	<u>Number of Summaries Submitted</u>	<u>Percentage Completed</u>
July 1, 1952	14,643	2,071	14%
October 1, 1952	15,073	3,133	20.8%
January 1, 1953	15,167	3,769	24.9%
April 1, 1953	15,328	5,222	34%
July 1, 1953	15,495	6,697	43%
October 1, 1953	16,028	7,724	48%

**Number of Offices Who
Have Completed the
Project on the
Dates Indicated**

July 1, 1952	6
October 1, 1952	9
January 1, 1953	9
April 1, 1953	15
July 1, 1953	23
October 1, 1953	25

These are offices having a comparatively small number of Security Index subjects.

As you know a moratorium was declared on the project until January 1, 1953, by SAC Letter Number 85 (H) dated September 3, 1952, to permit reduction of the backlog and delinquency in security work. This moratorium was partially lifted by SAC Letter Number 106 (A) dated October 14, 1952, which instructed those offices having personnel available to the project to reinstitute it immediately. By SAC Letter Number 53-48 dated July 14, 1953, the project was reinstated in all offices except New York, to be completed by July 1954.

By letter dated October 6, 1953, the New York Office advised that a complete survey of this project is being made, the results of which will be forwarded to the Bureau about November 6, 1953. As a result, the figures shown herein pertaining to the New York Office are those submitted as of July 1, 1953.

Other offices which have submitted less than the field average of 46% of the reports scheduled are: Los Angeles, Philadelphia, St. Louis, San Diego, and Seattle. Individual letters are being directed to those offices instructing them to take steps to effect material reductions in their backlogs, to be reflected in the next status letters submitted on this program.

Attached for your information is a breakdown of the status of the project in each office as of October 1, 1953.

STATUS OF
SECURITY INDEX -
SUMMARY REPORT PROJECT

As of October 1, 1953

Security Index Cases on other
than Key Facility and Key
Figure Subjects

<u>Office</u>	<u>Number of Summaries Scheduled for Preparation</u>	<u>Number of Summaries Submitted as of 10/1/53</u>	<u>Number of Summaries to be Prepared</u>	<u>Percentage Completed</u>
Albany	152	126	26	83%
Albuquerque	34	34	0	100%
Anchorage	27	24	3	89%
Atlanta	12	11	1	92%
Baltimore	237	166	71	70%
Birmingham	10	10	0	100%
Boston	359	252	107	70%
Buffalo	169	155	14	92%
Butte	53	53	0	100%
Charlotte	54	54	0	100%
Chicago	1,152	642	510	56%
Cincinnati	152	122	30	80%
Cleveland	310	289	21	93%
Dallas	46	46	0	100%
Denver	164	155	9	95%
Detroit	965	616	349	64%
El Paso	13	13	0	100%
Honolulu	90	90	0	100%
Houston	47	32	15	68%
Indianapolis	180	103	77	57%
Kansas City	35	35	0	100%
Knoxville	5	5	0	100%
Little Rock	19	19	0	100%



<u>Office</u>	<u>Number of Summaries Scheduled for Preparation</u>	<u>Number of Summaries Submitted as of 10/1/53</u>	<u>Number of Summaries to be Prepared</u>	<u>Percentage Completed</u>
Los Angeles	2,329	548	1,781	24%
Louisville	15	15	0	100%
Memphis	9	9	0	100%
Miami	107	106	1	99%
Milwaukee	262	262	0	100%
Minneapolis	353	347	6	98%
Mobile	6	6	0	100%
Newark	515	239	276	50%
New Haven	423	218	205	50%
New Orleans	51	51	0	100%
New York	2,926	180	2,746	6%
Norfolk	15	15	0	100%
Oklahoma City	44	44	0	100%
Omaha	33	33	0	100%
Philadelphia	715	217	498	30%
Phoenix	86	86	0	100%
Pittsburgh	181	154	27	85%
Portland	187	187	0	100%
Richmond	17	17	0	100%
Saint Louis	135	55	80	41%
Salt Lake City	40	40	0	100%
San Antonio	29	29	0	100%
San Diego	103	41	62	40%
San Francisco	1,922	1,018	904	53%
San Juan	360	348	12	97%
Savannah	9	9	0	100%
Seattle	549	174	375	32%
Springfield	85	85	0	100%
Washington Field	237	139	98	58%
Total	16,028	7724	8304	48%

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[Handwritten signature]



Office Memorandum • UNITED STATES GOVERNMENT

1563

TO :

DATE: November 4,
1953

FROM :

SUBJECT: SECURITY INDEX
SPECIAL SECTION - U.S. GOVERNMENT EMPLOYEES
DEPARTMENT OF THE INTERIOR
BUFILESYNOPSIS:

Attached letter from the _____ of the Interior, dated October 27, 1953, advises that at a recent cabinet meeting he learned the Bureau had a list of Government employees to be arrested at the outbreak of war and he requested a list of such individuals employed in the Department of the Interior. In that connection, _____, First Assistant to the Deputy Attorney General, by a memorandum dated September 22, 1953, enclosed copies of communications from the Attorney General to various cabinet officers of Departments in which Security Index subjects are employed. The communication to the Secretary of the Interior does not refer to the arrest program, but suggests reconsidering the cases of

_____, under Executive Order 10450. According to our records, _____, is an employee of the Department of the Army. _____ has inquired as to how many individuals employed by the Department of the Interior are in our Security Index at this time. The Security Index cards for the first three individuals named above are maintained in the Special Section of our Security Index under U.S. Government employees. A review of the Bureau files for the three subjects indicates they are still employed by the Department of the Interior. However, in order to have an up-to-date verification of their employment, it is necessary to cause a check to be made by the Anchorage and Portland Offices.

RECOMMENDATION:

If you approve, there is attached:

(1) A letter to _____ in answer to his communication of October 27, 1953, suggesting he may desire to communicate directly with the Attorney General with respect to any program to be placed in operation in the event of an emergency and calling his attention to the Attorney General's communication to the Secretary of the Interior dated September 22, 1953.

(2) A letter to the Attorney General advising of inquiry furnishing copies of _____ communication and our reply.

(3) A radiogram to the Anchorage Office and a teletype to the Portland Office requesting an immediate verification of the employment of the three subjects with the Department of the Interior.

DETAILS:

(1) By a letter dated October 27, 1953, of the Interior, Washington, D. C., stated that at a recent cabinet meeting he learned that the Bureau has a list of Government employees who will be picked up immediately at the outbreak of war. He requested a list of such individuals who are employed by the Department of the Interior.

In connection with inquiry, your attention is directed to the memorandum dated September 22, 1953, from [redacted], First Assistant to the Deputy Attorney General, with which he enclosed copies of communications dated September 22, 1953, from the Attorney General to cabinet officers of Departments in which Security Index subjects are employed. The cards for such subjects are maintained in the Special Section of the Security Index under U. S. Government Employees. The communication from the Attorney General to the Secretary of the Interior does not refer to any arrest program but does refer to Executive Order 10450 which requires a review of cases investigated under Executive Order 9835 and suggests the Secretary may want to give the four named cases immediate consideration. [redacted] in his communication to the Director stated that each letter to a cabinet officer was supplemented by a telephone call on the morning of September 22, 1953.

The communication from the Attorney General to the Secretary of the Interior dated September 22, 1953, listed four individuals to be considered under Executive Order 10459, namely

According to our records, the last named individual, [redacted], is an employee of the Department of the Army.

Because of the highly confidential nature of any arrest program and the reported discussion of such a program at a cabinet meeting, the attached letter to [redacted] points out that he may desire to communicate directly with the Attorney General with respect to any

*copy attached

STANDARD FORM NO. 64
Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, LOS ANGELES (

DATE: 11/10/53

SUBJECT: SECURITY INDEX CHANGES OF DATA
ON SECURITY INDEX CARDS

Reference is made to SAC Letter No. 53-68 (J) captioned as above.

As the Bureau is aware, the Los Angeles Division maintains a three-card Security Index, filing two of the cards geographically by residence and employment respectively. It is requested that the Bureau advise as to what procedure should be followed in the filing of geographic cards where the employment is unknown.

At this time the Los Angeles Office is following the practice of filing those cards where the employment is unknown in the same geographic breakdown as exists for the residence address. However, problems arise where the residence and business are both unknown, and geographic filing consequently has become a problem.

The Bureau is also requested to advise as to whether or not it desires that an amended FD-122 be submitted on those subjects whose whereabouts have been tentatively located in another division. Due to the lag of dictation, clerical time and verification, oftentimes a Security Index card will lag thirty days behind the date when the residence was first determined and the forwarding of the FD-128.

It is felt that the Bureau might consider the possibility of setting up a new breakdown for the Security Index entitled, "Under Investigation" for those cases where the residence and employment are both unknown and for those cases awaiting verification from other field divisions.

SAC, Los Angeles (

December 2, 1953

Director, FBI /

CONFIDENTIALSECURITY INDEX
CHANGES OF DATA ON SECURITY INDEX CARDS

Reurlet of November 10, 1953, setting out your observations and suggestions concerning captioned matter.

You inquire as to the desirability of submitting an FD-122 on those subjects whose whereabouts have been tentatively located in another division. In the circumstances you relate, FD-122 should be submitted, reflecting subject's address as "unknown," consistent with existing Bureau instructions which require that Security Index cards be maintained in an up-to-date status. Such entry on the Security Index card serves as a flag, of course, to direct you to subject's case file wherein outstanding leads may be pursued to effect the expeditious apprehension of the subject.

As you are aware, Bureau instructions specify that leads to verify an address in another office must be assigned immediately and the results should be submitted to the office of origin within two weeks. This presupposes ideal circumstances with no delay in ascertaining the address, as contemplated in Bulet to your office dated May 29, 1953, under the caption "Security Index - Unavailable Section." The basic rule to follow is contained in the instruction, alluded to previously, that Security Index cards must be maintained in an up-to-date status at all times and it is reiterated in SAC Letter 53-68.

With regard to the problem of filing Security Index cards in the Geographical Section when the residence and/or employment are unknown, your attention is directed to Section 87C of the Manual of Instructions, page 308. It is there stated that the Geographical Section shall be broken down by residence "in accordance with the needs of each office." This recognizes that because of varying circumstances existing in the field, certain procedural aspects are left to the discretion of the individual offices. The Bureau feels that your suggestion in the last paragraph of relet has merit in that it would provide uniformity in

1565
12-2-53

filing procedures. It is being studied further and you will be appropriately advised of any resulting modification of existing instructions. In the meantime, you should utilize such procedures as appear satisfactory and within the discretion permitted under the above-quoted Bureau instructions.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: November 13,
1953

FROM :

SUBJECT: SECURITY INDEX - *general*

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

The following is a report on the increase in the Security Index since the last count was furnished to you on October 9, 1953.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
October 10-16	74	11	63
October 17-23	98	26	72
October 24-30	115	7	108
October 31-November 6	86	15	71
November 6-13	84	8	76
TOTAL	457	67	390

For your information during the preceding four-week period 419 cards were added and 73 cards were cancelled, a net increase of 346 cards.

|| The Security Index count as of today is 23,315.

The Department has specifically approved in writing the listing of 3,334 names in the Security Index and has not disapproved the listing of any name.

ACTION:

This is for your information.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date November 18, 1953

To: DIRECTOR, FBI *Suggestion # 816-53*

From: _____

Field Office or Division SAN FRANCISCO

SUGGESTION: *Security Index - General (K9)*

In Security Index cases, where documentation from one other office is necessary for a Summary Report, the other office should not forward the requested documentation by letter but should prepare amended administrative pages for the Bureau and all interested offices. This, of course, would necessitate sending a copy of the report to the office which is to provide the documentation together with a lead that the documentation be provided.

Its advantages are:

Will avoid duplication of effort and result in saving Agent and stenographic time and expense.

It should save at least \$ _____ annually. (Indeterminate)

^{needs}
The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

Comments and recommendation of Supervisor, SAC, or Assistant Director:

The adoption of the above system would undoubtedly save Agent, stenographic and clerical time. It is recommended that the Bureau consider adopting it.



STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 20,
1953

FROM :

SUBJECT: *P* SECURITY INDEX *- [unclear]*

During the past week, 175 new cards were added to the Security Index and 46 cards were cancelled, a net increase of 129 cards.

1 The Security Index count as of today is 23,444.

ACTION:

This is for your information.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 27, 1953

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week, 75 new cards were added to the Security Index and 6 cards were cancelled, a net increase of 69 cards.

The Security Index count as of today is 23,513.

ACTION:

This is for your information.



Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 13, 1953

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of October 31, 1953, is set forth herein.

Number of pending active matters in the entire field reduced from 19,224 to 19,141. The delinquent matters in the entire field decreased from 7,571 to 6,580, decreasing the delinquency from 39.4% to 34.3%. Letters sent to 13 offices instructing them to reduce their backlog and delinquency.

New York reduced its pending active matters in the three classifications from 5,573 to 5,309 and the number delinquent from 3,103 to 2,708 to approximately 51%. New York accounts for approximately 27% of the pending active matters and 40% of the delinquency in these classifications in the entire field. New York reduced the number of pending active matters in the 100 classification from 4,802 to 4,529 and the number delinquent from 2,828 to 2,516 or from approximately 59% to 56%.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the November administrative reports.

~~Enfile 100-2-1753-156~~

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EX-107 DEC 4 1953



DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The October administrative reports from all offices reflect that the total pending active matters in the 65, 100 and 105 classifications decreased during the month from 19,224 to 19,141. The number of delinquent matters decreased from 7,571 to 6,580, a decrease from 39.4% to 34.3%. Twenty-seven offices reduced their total number of pending active matters and thirty-three offices reduced their delinquency in these classifications. Letters have been sent to 13 offices directing them to reduce their backlog and delinquency in these matters.

The New York Office has approximately 27% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 41% of the number of delinquent matters in these classifications in the entire field. The average delinquency of all other offices at the end of the month was approximately 28%. New York's delinquency decreased from 56% to 51%.

The bulk of New York's backlog and delinquency is in the 100 classification. During October the number of pending active matters in the 100 classification in the New York Office was reduced from 4,802 to 4,529. The number of such matters which were delinquent was reduced from 2,828 to 2,516. The delinquency in classification 100 decreased from 59% to 56%.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

<u>Classification</u>	<u>TOTAL PENDING MATTERS</u>				
	<u>CLASSIFICATIONS 65, 100 and 105</u>				
	<u>ALL FIELD DIVISIONS</u>				
	<u>12-31-51</u>	<u>7-31-53</u>	<u>8-31-53</u>	<u>9-30-53</u>	<u>10-31-53</u>
65	1,314	1,164	1,154	1,089	1,103
100	32,812	21,389	20,564	20,233	20,151
105	<u>2,895</u>	<u>1,969</u>	<u>1,970</u>	<u>2,014</u>	<u>2,003</u>
Total	37,021	24,522	23,688	23,336	23,263



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TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>7-31-53</u>	<u>8-31-53</u>	<u>9-30-53</u>	<u>10-31-53</u>
65	525	249	203	261	160
100	22,518	8,588	7,780	6,815	6,000
105	<u>1,719</u>	<u>574</u>	<u>512</u>	<u>495</u>	<u>420</u>
Total	24,762	9,411	8,495	7,571	6,580

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since December 31, 1952:

CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
12-31-52	24,770	12,267	49.5%
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	6,580	34.3%

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 80% of the total Security Index Cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR ELEVEN OFFICES
SECURITY INDEX COUNT AND FOR
65-100-105

Office	Security Index Cards 10-15-53	Pending Active Matters		Percentage Delinquent	
		9-30-53	10-31-53	9-30-53	10-31-53
New York	5,047	5,573	5,309	56%	51%
Los Angeles	3,711	1,426	1,527	29%	24%
San Francisco	2,133	1,257	1,394	42%	32%
Detroit	1,390	623	679	39%	34%
Chicago	1,422	1,085	1,013	29%	26%
Philadelphia	1,069	1,048	1,064	48%	41%
Newark	752	974	1,007	56%	44%
Cleveland	684	462	450	32%	34%
Seattle	663	282	297	29%	24%
Boston	581	630	630	32%	28%
Minneapolis	508	377	354	31%	26%
New Haven	499	427	430	35%	28%
Total	18,459	14,174	14,154		

The over-all statistics for the eleven offices other than the New York Office since April 30, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
5-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%

During October, four of the twelve offices reduced the total number of pending active matters in the three classifications and eleven reduced the delinquency in the total matters in those classifications.

In regard to the New York Office you will note it has the highest number of the pending active matters and the highest percentage of delinquency of the twelve offices listed. During October, the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 264 from 5,573 to 5,309 matters and those delinquent by 395 from 3,103 to 2,708.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on October 31, 1953, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during October 1953. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

<u>Office</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>9-30-53</u>	<u>10-31-53</u>	<u>9-30-53</u>	<u>10-31-53</u>
Richmond	57	50	26%	44%
Knoxville	31	23	23%	43%
Atlanta	75	71	28%	31%
Charlotte	81	68	41%	29%
Milwaukee	204	229	43%	29%
Albany	232	236	38%	27%
Savannah	30	34	27%	27%
Cincinnati	251	256	23%	26%
Kansas City	78	80	0%	25%
Little Rock	16	12	31%	25%
San Juan	184	168	36%	25%
Washington Field	871	855	25%	25%
Oklahoma City	77	71	45%	24%
San Antonio	53	50	17%	24%
Anchorage	45	44	31%	23%
Denver	156	156	23%	22%
Phoenix	61	68	13%	22%
Portland	90	98	32%	22%
Buffalo	216	194	25%	21%
Memphis	44	39	34%	21%
Baltimore	372	373	21%	20%
New Orleans	105	114	11%	20%
St. Louis	205	239	16%	20%
Albuquerque	59	58	42%	19%
Miami	137	150	15%	19%

<u>Office</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
	<u>9-30-53</u>	<u>10-31-53</u>	<u>9-30-53</u>	<u>10-31-53</u>
Louisville	66	66	17%	18%
Salt Lake City	39	51	18%	18%
San Diego	153	130	16%	17%
Pittsburgh	318	287	22%	16%
Dallas	63	62	8%	15%
Indianapolis	175	173	24%	15%
Norfolk	30	41	30%	15%
Houston	88	80	19%	14%
Springfield	104	99	9%	14%
Honolulu	57	49	14%	12%
Mobile	34	34	6%	12%
Omaha	59	57	14%	12%
Butte	56	49	11%	10%
El Paso	42	29	33%	10%
Birmingham	36	44	19%	9%
Totals	5,050	4,987		

During October, twenty-five offices were able to reduce their pending active work load and twenty-three offices reduced their delinquency.

The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.0%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
12-31-52	6,228	1,691	27.2%
1-31-52	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%

Handwritten initials and signature:
F.V.
[Signature]

list

Assistant Attorney General Warren Olney III
Criminal Division

November 23, 1953

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:

- Foreign Government Employees
- United Nations Employees
- Pro-Tito Yugoslavs
- U. S. Government Employees
- Atomic Energy Program Employees

*11/25/53
Delivered personally
to Wm. F. Kelly
by letter. Olney
& letter outlining
delivery. etc.*

RECORDED - 36

DEC 2 1953
144

SEC-1012

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SECURITY INFORMATION - ~~CONFIDENTIAL~~

NOV 23 1953



November 25, 1953

SAC, Albany

Director, FBI

SECURITY INDEX

General

There is attached hereto for each office an alphabetical list of its Security Index subjects prepared from the Bureau's Security Index as of November 16, 1953. Each subject is identified by name, race, sex and date of birth. The subjects carried in the various subdivisions of the Special Section are listed on separate pages under the appropriate headings. It is requested that this list be used to reconcile the Security Index in your office with the Index at the Seat of Government by checking the names on the list against your Security Index cards.

In checking this list against your Security Index the following items should be considered and handled

as follows:

1. If the name of a subject on the attached list is not included in your Security Index, you should check that subject's case file to determine his correct Security Index status. An appropriate notation should be placed adjacent to the subject's name on the enclosed list reflecting the correct Security Index status for the subject. If his name should be deleted from the Bureau's Security Index the notation should refer to the previous communication from your office which recommended cancellation. If you do not have a Security Index card for the subject and a card should be in your Index, the notation should request the Bureau to forward cards to your office.
2. If this check discloses the names of subjects in your Security Index which do not appear on the attached list, the names of such subjects and the Bureau file number (where known) should be set forth on a separate sheet of paper with the date that the subject was recommended for inclusion in the Security Index. Instances of this nature will occur in those cases where subjects have recently been recommended for inclusion in the Index and were not included therein at the time of printing of the attached list but cards have subsequently been prepared at the Bureau. Instances of this nature may also occur in those cases where cancellation of a Security Index card has recently been recommended by you and you have not yet received Bureau authorization to cancel.
3. In checking the Special Section of your Security Index against the attached list you should be certain that the subjects are in the same subdivisions as those indicated on the attached list. Appropriate notations should be placed on the attached list if there are any discrepancies between your Special Section and the list.
4. To avoid an increasing number of discrepancies between the attached list and your Security Index due to current changes being made in the Security Index, this check must be instituted immediately and completed within 10 days of the receipt of this memorandum by each office. Upon completion, the attached list and appropriate notations should be returned to the Bureau by cover memorandum under instant caption.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 11/23/53

TO :

FROM :

GeL

SUBJECT: SECURITY INDEX CARD STATISTICS

✓

There are attached two copies of a table showing by Field Office the total number of Security Index Cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section Records as of November 16, 1953.

Attachments

1



SECURITY INDEX CARDS STATISTICS -
BASED ON STATISTICAL SECTION RECORDS AS

FIELD OFFICE	TOTAL 25,344	NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION												DC 9,905	CS 7,254	NF 1,135		
		COM 21,862	PII 1	ISL 197	NFR 359	PPA 35	PWL 1	RIS 32	SWP 760	YIG 20	YPP 6	YFN 1	MCS 50					
ALBANY	272	269						2	1							136	94	2
ALBUQUERQUE	44	44														19	15	
ANCHORAGE	28	26		1					1							10	7	
ATLANTA	12	11														6	6	
BALTIMORE	328	320		3		1							1			194	111	4
BIRMINGHAM	11	11														8	4	
BOSTON	584	554					2									252	185	2
BUFFALO	232	191		1					1	39						135	80	2
BUTTE	82	62														39	26	1
CHARLOTTE	54	54														32	27	
CHICAGO	1452	1299		40	18	17		1	57	7				13		654	556	13
CINCINNATI	193	190							1							92	47	2
CLEVELAND	689	631		11				1		42	3			1		359	270	4
DALLAS	47	47														26	18	1
DENVER	180	178						1	1							83	57	10
DETROIT	1384	1268		25		3			82	1				5		684	489	45
EL PASO	14	14														7	6	1
HONOLULU	90	88							2							46	9	18
HOUSTON	71	67							4							39	27	11
INDIANAPOLIS	265	256				7			2							122	103	10
JACKSON CITY	41	40		1												15	11	
KNOXVILLE	10	10														4	3	
LITTLE ROCK	20	20														12	3	1
LOS ANGELES	3754	3572		30		3		6	121	2				20		1296	1018	86
LOUISVILLE	21	21														12	5	4
MEMPHIS	16	16														7	6	2
MIAMI	118	116				2										54	34	6
MILWAUKEE	310	284							26							124	113	11
MINNEAPOLIS	512	435		1					76							174	159	24
MOBILE	4	4														4	2	
NEWARK	753	720		3	5				25							382	242	90
NEW HAVEN	503	501							2							186	161	32
NEW ORLEANS	66	66														34	21	7
NEW YORK	5285	5040	1	31	70			15	117	7		1	3			1879	1361	167
NOBLESVILLE	17	17														6	5	1
OKLAHOMA CITY	39	39														20	10	5
OMAHA	43	43														18	13	4
PHILADELPHIA	1077	1020		13	1			2	41							431	379	51
PHOENIX	87	84				1			2							38	14	3
PITTSBURGH	405	384		4					17							171	142	34
PORTLAND	207	204		2					1							79	64	18
RICHMOND	25	24											1			11	10	4
ST. LOUIS	171	165		1					5							93	55	28
SALT LAKE CITY	78	78														39	28	7
SAN ANTONIO	34	34														15	10	4
SAN DIEGO	168	167							1							78	36	5
SAN FRANCISCO	2156	2076		20				1	56				3			1116	759	94
SAN JUAN	361	93			262							6				218	114	12
SEVASTOPOL	8	8														4	2	
SEATTLE	672	640		9					23							295	227	28
SODASVILLE	100	98							2							30	30	7
WASHINGTON	251	243		1	2			3	1				1			108	80	10

1572

STATS - BY FIELD OFFICE
 AS OF NOVEMBER 16, 1953

CS	MF	TF	SEX		CITIZENSHIP STATUS				RACE			SPECIAL SECTION					
			MALE	FEMALE	NR	NA	AL	IN	WHITE	NEGRO	OTHER	AFR	ESP	PLS	DOM	UNE	YEG
254	1,193	49	15,255	8,091	17,835	4,825	541	143	20,903	2,188	255	1		38	25	11	20
94	23		175	97	208	51	7	6	251	19	2						
15	4		28	16	39	2	3		42	1	1						
7			23	5	23	5			25	3							1
6			9	3	10	2			10	2							3
111	43		200	128	247	75	6		293	35							
4	3		7	4	11				10	1							
185	24	4	378	206	452	120	8	4	548	35	1						1
80	25	1	160	72	191	32	6	3	195	37							
26	10		60	22	74	7		1	82								
27	2		36	18	53			1	46	8							
556	133	5	1000	452	1024	365	44	10	1201	245	6						4
47	20		131	62	154	34	3	2	150	43							1
270	42	3	473	216	508	168	11	2	601	87	1						
18	6		34	13	41	4	2		42	5							
57	16		120	60	157	12	7	4	162	15	3						
489	49	4	994	390	930	395	50	9	1163	217	4			1	1		1
6	1		10	4	11	2	1		14								
9	18		70	20	78	5	6	1	32	1	57						
27	11		53	18	63	5	3		54	16	1						
103	14	1	189	76	188	61	9	7	228	37							
11	3		31	10	39	2			38	3							
3	1		6	4	10				10								
3	1		15	5	19	1			11	9							
1018	86		2157	1597	2808	858	76	12	3494	223	37				1		2
5	4		13	8	20		1		20	1							
6	2		11	5	15	1			12	4							
34	6		77	41	71	43	2	2	115	3							
113	11	2	217	93	249	57	4		291	15	4						
159	24	1	345	167	428	74	7	3	494	17	1						
2			4		4				1	3							
242	90		525	228	582	160	10	1	682	66	5						1
161	32	1	322	181	347	148	7	1	462	41							2
21	7		44	22	56	7	2	1	48	17	1						
1361	167	16	3452	1833	3863	1729	155	38	4835	380	70			24	4	10	7
5	1		15	2	13	4			13	4							
10	5		29	10	39				31	8							
13	4		32	11	41	2			40	3							
379	51	4	698	379	840	226	9	2	965	111	1						
14	3		60	27	63	21	1	2	82	5							
142	34	1	306	99	290	104	9	2	347	58							1
64	18	1	148	59	178	24	3	2	204	3							2
10	4		16	9	23	1	1		20	5							
55	28		114	57	144	23	3	1	133	38							
28	7		50	28	75	3			72	6							
10	4		19	15	29	3	2		33	1							
36	5		102	66	128	30	5	5	155	11	2						
759	94	2	1299	857	1765	328	54	9	1912	205	39			1	3		
114	12	1	328	33	356	4	1		316	36	9						
2			6	2	8				4	4							
227	28	2	441	231	598	57	15	2	617	48	7						
30	7		73	27	83	16	1		83	17							
80	10		148	103	189	54	7	1	214	36	1			12			1

ENC 2

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 1, 1953

FROM :

SUBJECT: SUGGESTION #816-53

The attached suggestion proposes that in Security Index cases, where documentation from one other office is necessary for a summary report, the other office should not forward the requested documentation by letter but should prepare amended administrative pages for the Bureau and all interested offices. [redacted] has requested the views of the Internal Security Section.

It is observed that the suggestion recognizes at the outset that such proposal is limited exclusively to the situation in which there is but one other office concerned with documentation. That is to say, if two or more offices are required to furnish documentation, the submission of administrative pages, independently, is impossible because of pagination problems. The question is thus resolved to: Should the suggested procedure be adopted, applying to the specific circumstances noted above?

The Internal Security Section believes that it should not be adopted, based upon the following considerations:

- (1) It admittedly is applicable only to a limited set of circumstances.
- (2) For this reason, it appears susceptible to misinterpretation - each report would have to be carefully analyzed to prevent multiple offices from receiving leads to supply administrative pages.
- (3) The office preparing the report is in the best position to correlate the material therein, including the documentation.
- (4) Amended administrative pages should be transmitted by cover letter, an added administrative burden, in the interest of clarity since they are in response to a stated lead in the report.
- (5) Reports, some of which are quite voluminous, would under the suggestion be sent to offices having no interest in the case beyond documentation. Thus the suggestion entails (a) the preparation of an additional copy of the report and (b) the receipt of same by an office having no interest in its substance.
- (6) It represents an exception to procedure which has proved satisfactory to date, with 48% of the scheduled summary reports already received at the Bureau as of 10-1-53.

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division for their information that the Internal Security Section does not approve the suggestion.

STANDARD FORM NO. 64

Office Memorandum

UNITED STATES

GOVERNMENT

TO :

DATE: 12/2/53

FROM :

SUBJECT: SUGGESTION #816-53

The views of the Records Section have been requested concerning the attached suggestion which was submitted by Special Agent *[initials]* of the San Francisco Division. *[initials]* has proposed that documentation, when required from only one other office in security cases, be handled entirely by that particular office. He suggests that that office prepare amended administrative pages for the Bureau and all interested offices.

It is noted that this suggestion could not be adopted if documentation were required from more than one office since it would not be possible to place pages in their proper sequence. Accordingly, it would be necessary to set up a separate procedure to apply to only a portion of the requests for documentation. It has also been noted that amended reports would be received from offices other than that office which originally prepared the report.

It is felt that this would result in some confusion on the Stop Desk and in our locate units in the Records Section. It is accordingly not believed that this suggestion should receive favorable consideration unless its adoption would result in a very substantial savings.

RECOMMENDATION:

Unfavorable.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 4,
1953

/ FROM :

SUBJECT: SECURITY INDEX - *general*

During the past week, 116 new cards were added to the Security Index and 21 cards were cancelled, a net increase of 95 cards.

The Security Index count as of today is 23,608.

ACTION:

This is for your information.

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: December 11, 1953

FROM

SUBJECT: SECURITY INDEX- ~~CONFIDENTIAL~~
TABULATION BY FIELDS OF INDUSTRY
OR SERVICE FOR BUDGET MATERIAL
Bufile

DETAILS:

As you will recall, there was recently incorporated into the budget material an analysis of the employment of Security Index subjects by fields of industry or service. This analysis was set forth as follows:

Industrial, Manufacturing and Trade Fields	9,992	45.96%
Professional and Cultural Fields	3,566	16.40%
Labor Unions (Actual Employment by the Labor Union)	791	3.64%
Subversive Organizations and Fronts	651	3.00%
Political and International Organizations, and Domestic and Foreign Government Establishments	294	1.35%
Miscellaneous (Domestic service, odd jobs, individuals not gainfully employed, housewives, students and retired persons)	6,445	29.65%
Totals	21,739	100%

Attached hereto for your information is a chart, representing a statistical breakdown of the figures in the above analysis. The detailed data in the attachment were procured from the field in early October 1953 during the course of a comprehensive study of this matter, the results of which were set out in a memorandum from to me dated October 27, 1953, captioned "Subversive Individuals, Tabulations by Vocations and Fields of Employment." It will thus be observed that the figures utilized herein are based on the Security Index listings as of October 2, 1953, the date used for computation in the afore-mentioned survey.



ANALYSIS:

EMPLOYMENT OF POTENTIALLY DANGEROUS
INDIVIDUALS BY FIELDS OF INDUSTRY OR SERVICE

1. Industry, Manufacturing and Trade Fields

A. Basic Industrial and Manufacturing Fields

Aircraft, including parts and related material	93
Alloy industry, not classified elsewhere	19
Atomic Research and production	5
Automotive manufacturing, including parts and related material	384
Bearings and gears production	22
Biological warfare research and production	1
Chemicals, drugs, plastics, paints, rayon and related industries	219
Communications (telephone, telegraph, radio and television)	104
Construction equipment manufacturing	18
Construction field (all types)	721
Electrical and electronic industries including radio and radar production . . .	461
Engines, turbines, pumps, related material and parts	56
Instruments, gauges and related products	82
Machinery, tool and die manufacturing, not classified elsewhere	305
Manufacturing industries not classified elsewhere	390
Metal products (fabricated) not classified elsewhere	345
Munition production and storage	3
Photographic equipment	24
Railway equipment	46

Encl

-157-



Research field not classified elsewhere	44
Shipbuilding and related products	39
Steel, iron and metal foundries and industries not classified elsewhere	377
Textile and clothing	488
Transportation-passenger and freight (air, land and water)	400
Waterfront and port facilities employment not classified elsewhere	177
Weapon production-all types	21
	<u>4844</u>

B. Basic Raw Material Fields and Related Industries

Coal Mining	49
Fur	73
Leather	79
Lumber Industry and wood product manufacturing	151
Mining and mineral (except coal)	42
Paper and related products	62
Petroleum, including production and distribution (except public utilities	62
Rubber and related products	61
Stone, clay, glass and cement	77
Tobacco	18
	<u>674</u>

C. Food Production Industries and Utilities

Farming and related fields	377
Food and dairy production and handling not classified elsewhere (except farming, retail and wholesale sales and restaurants).	419
Public Utilities (heat, light and power)	57
Water supply	7
	<u>860</u>



D. Business and Trade Fields

Business services not classified elsewhere	814
Decorating, designing and painting fields	265
Hotels, tourist cabins, rooming houses, apartments, office buildings, taverns and restaurants	430
Laundries, cleaners and related businesses	175
Printing and Engraving Field	204
Retail and Wholesale sales-all types-not classified elsewhere	1703
Warehousing and storage facilities	23
Total	<u>3614</u>

9,992

2. Professional and Cultural Fields

Advertising	127
Arts and Music	178
Educational Field (actual employment-students not included).	675
Entertainment	191
Financial	63
Hospitals, clinics and nursing	226
Insurance	173
Legal	431
Medical and health services .	433
Professional and semi-professional	120
Motion Pictures.	66
Publishing, newspaper and writing fields	516
Real Estate	118
Religion	44
Social and charitable organizations	205
Total	<u>3566</u>

3,566



3. <u>Labor Unions (Actual Employment by the Labor Union)</u>		791
4. <u>Subversive Organizations and Fronts</u>		651
5. <u>Political and International Organizations and Domestic and Foreign Government Establishments</u>		
Foreign government and quasi-foreign government establishments	52	
Political Organizations-all types	29	
State, county and city governments or services (not classified elsewhere)	177	
United Nations or other international organizations	11	
United States Government Employees	25	
	<u>294</u>	
Total		294
6. <u>Miscellaneous (Domestic Service, odd jobs, individuals not gainfully employed, housewives and retired persons)</u>		
Domestic services	61	
Unemployed or not gainfully employed-including retired persons, housewives, students, etc.	5704	
Unknown employment (investigation pending)	498	
Odd jobs and odd industries	182	
	<u>6445</u>	
Total		<u>6,445</u>
Grand Total		21,739

STANDARD FORM NO. 64
Office Memorandum • UNITED STATES GOVERNMENT

1576

TO :

DATE: December 11,
1953

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and Foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of November 30, 1953, is set forth herein.

Number of pending active matters in the entire field increased slightly from 19,141 to 19,833. The delinquent matters in the entire field increased from 6,580 to 6,655 although the delinquency decreased from 34.3% to 33.5%. Letters sent to 23 offices instructing them to reduce their backlog and delinquency.

New York reduced its pending active matters in the three classifications from 5,309 to 5,219 and the number delinquent from 2,708 to 2,429 to approximately 47%. New York accounts for approximately 26% of the pending active matters and 36% of the delinquency in these classifications in the entire field. New York reduced the number of pending active matters in the 100 classification from 4,529 to 4,439 and the number delinquent from 2,516 to 2,170 or from approximately 56% to 49%.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the member administrative reports.

RECORDED-29

-1576

DEC 23 1953

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The November administrative reports from all offices reflect that the total pending active matters in the 65, 100 and 105 classifications increased during the month from 19,141 to 19,833. The number of delinquent matters increased from 6,580 to 6,655, representing a statistical decrease from 34.3% to 33.5%. Fifteen offices reduced their total number of pending active matters and fifteen offices reduced their delinquency in these classifications. Letters have been sent to 23 offices directing them to reduce their backlog and delinquency in these matters, as noted on page eight herein.

The New York Office has approximately 26% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 36% of the number of delinquent matters in these classifications in the entire field. The average delinquency of all other offices at the end of the month was approximately 29%. New York's delinquency decreased from 51% to 47%.

The bulk of New York's backlog and delinquency is in the 100 classification. During November the number of pending active matters in the 100 classification in the New York Office was reduced from 4,529 to 4,439. The number of such matters which were delinquent was reduced from 2,516 to 2,170. The delinquency in classification 100 decreased from 56% to 49%.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951 and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>8-31-53</u>	<u>9-30-53</u>	<u>10-31-53</u>	<u>11-30-53</u>
65	1,314	1,154	1,089	1,103	1,118
100	32,812	20,564	20,233	20,151	20,882
105	<u>2,895</u>	<u>1,970</u>	<u>2,014</u>	<u>2,009</u>	<u>2,041</u>
Total	37,021	23,688	23,336	23,263	24,041

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>8-31-53</u>	<u>9-30-53</u>	<u>10-31-53</u>	<u>11-30-53</u>
65	525	203	261	160	227
100	22,518	7,780	6,815	6,000	5,899
105	<u>1,719</u>	<u>512</u>	<u>495</u>	<u>420</u>	<u>529</u>
Total	24,762	8,495	7,571	6,580	6,655

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since December 31, 1952:

CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
12-31-52	24,770	12,267	49.5%
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	6,580	34.3%
11-30-53	19,833	6,655	33.5%



Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 80% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES
SECURITY INDEX COUNT AND FOR
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security Index Cards</u> <u>11-16-53</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
		<u>10-31-53</u>	<u>11-30-53</u>	<u>10-31-53</u>	<u>11-30-53</u>
* New York	5,285	5,309	5,219	51%	47%
Los Angeles	3,751	1,527	1,831	24%	16%
* San Francisco	2,188	1,394	1,687	32%	34%
* Detroit	1,384	679	643	34%	35%
* Chicago	1,452	1,013	984	26%	30%
* Philadelphia	1,077	1,064	1,078	41%	45%
* Newark	753	1,007	1,051	44%	42%
Cleveland	689	450	472	34%	23%
* Seattle	672	297	300	24%	36%
Boston	584	630	632	28%	25%
Minneapolis	512	354	319	26%	25%
* New Haven	503	430	437	23%	28%
Total	18,821	14,154	14,653		

The over-all statistics for the eleven offices other than the New York Office since April 30, 1952, are as follows:

<u>Date</u>	<u>Pending Active Matters</u> <u>(65-100-105)</u>	<u>Delinquent Matters</u> <u>(65-100-105)</u>	<u>Percentage Delinquent</u> <u>(65-100-105)</u>
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent (65-100-105)</u>
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%

During November, four of the twelve offices reduced the total number of pending active matters in the three classifications and six reduced the delinquency in the total matters in those classifications.

New York Office

In regard to the New York Office you will note it has the highest number of the pending active matters and the highest percentage of delinquency of the twelve offices listed. During November, the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 90 from 5,309 to 5,219 matters and those delinquent by 279 from 2,708 to 2,429.

Since January, 1953, the New York Office has shown a steady decline in delinquent matters in the security classifications as well as a steady reduction in the case backlog. This trend has continued through November, according to the administrative report of that office. During the past month the security delinquency dropped below 50% for the first time this year. The figure of 47% as of November 30, 1953, compares favorably with the January, 1953, delinquency of 76% in the security classifications.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on November 30, 1953, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during November 1953. It should be noted that many of the smaller offices have no pending matters in classifications 65, and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	10-31-53	11-30-53	10-31-53	11-30-53
* Milwaukee	229	210	29%	43%
* Atlanta	71	73	31%	36%
* Oklahoma City	71	72	24%	35%
* Miami	150	149	19%	34%
* Knoxville	23	24	43%	33%
* Anchorage	44	47	23%	32%
* Cincinnati	256	292	26%	32%
* Omaha	57	72	12%	32%
* Buffalo	194	215	21%	31%
* New Orleans	114	114	20%	31%
* San Antonio	50	43	24%	30%
* Portland	98	88	22%	30%
* Dallas	62	69	15%	30%
Albany	236	251	27%	29%
St. Louis	239	254	20%	28%
* San Juan	168	188	25%	28%
Kansas City	80	88	25%	27%
Denver	156	166	22%	26%
* El Paso	29	31	10%	26%
Washington Field	855	852	25%	26%
Baltimore	373	357	20%	25%
Louisville	66	48	18%	24%
Memphis	39	42	21%	24%
Charlotte	68	77	29%	23%
Mobile	34	35	12%	23%
Springfield	99	99	14%	23%
Albuquerque	58	74	19%	22%
Indianapolis	173	182	15%	22%
Pittsburgh	287	296	16%	21%
Savannah	34	28	27%	21%
Little Rock	12	20	25%	20%
Norfolk	41	37	15%	19%
Salt Lake City	51	54	18%	19%
Butte	49	41	10%	17%
Phoenix	68	81	22%	17%
Richmond	50	54	44%	17%
Houston	80	74	14%	16%
Honolulu	49	69	12%	10%
San Diego	130	169	17%	9%
Birmingham	44	45	9%	7%
Totals	4,987	5,180		



During November, eleven offices were able to reduce their pending active work load and nine offices reduced their delinquency.

The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%

Letters have been directed to those offices indicated by asterisks in the lists appearing on pages four and six herein. It will be noted that in both lists the security delinquency appears in the columns at the extreme right. These letters, 23 in all, instruct the offices concerned to reduce their delinquencies in the security classifications, bringing the latter in line with other investigations in the respective offices. Factors considered in sending letters include, besides the current delinquent status, analysis of the general trend in the individual office and particular circumstances called to the attention of the Bureau by specific offices.

P.

W. J. ...
J. ...

SAC, Baltimore

Personal Attention

December 17, 1953

Director, FBI (

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Re SAC Letter 53-48 (0) dated July 14, 1953, which set the deadline for the completion of the initial phase of the summary report program as July 14, 1954.

A review of Bureau records reflects that the offices receiving copies of this letter had completed less than 75 percent of the reports scheduled as of October 1, 1953, the date of submission of the most recent status letters on the program. It is realized, of course, that some of the recipients of this letter may have now exceeded such figure.

The Bureau is taking this opportunity to impress upon you that the deadline of July 14, 1954, above, must be met. For that reason, you are instructed to include in your status letter due January 1, 1954, sufficient analysis of the remaining backlog to assure the Bureau that you have taken appropriate steps to effect the completion of the project at the appointed time. In addition to the data required under existing instructions, specified in No Number SAC Letter I dated March 14, 1952, you should in narrative form advise the Bureau of (1) the rate of summary report production for the last three months of 1953 (2) the rate of production established by your office in order to meet the deadline of July 14, 1954, and (3) any other pertinent data bearing upon the completion of captioned program, including any plans for the allocation of additional Agents.

The next status letters must be submitted promptly in order to reach the Bureau by January 8, 1954, without fail.



Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 16,
1953

FROM :

SUBJECT: SECURITY INDEX - CONFIDENTIAL
PREPARATION OF SUMMARY REPORTSDETAILS:

You will recall that SAC Letter 53-48 (0) set a deadline of 7-14-54 for the completion of the initial phase of captioned program by all offices except New York. The program is suspended in the latter office, but its reinstatement is presently under study upon instructions contained in Bulet to New York dated 12-3-53. A complete analysis of the security work in its relation to the captioned project is expected from New York before 1-1-54.

A review of Bureau records reflect that a total of 15 field offices had completed less than 75% of the scheduled reports as of 10-1-53, the date of the last status reports. Of the 15, only five had completed less than 50%, namely, Los Angeles (24%), Philadelphia (30%), St. Louis (41%), San Diego (40%), and Seattle (32%). Letters to those five offices were sent on 11-5-53, instructing them to take immediate steps to reduce their backlogs. It is expected that substantial accomplishment will be reported in the next status letters. San Francisco, for example, has advised by letter dated 12-1-53 that their rate of production is now about 100 reports per month under this program, accounting for an increase from 53% to 76% in reports completed under this program.

A total of 11 offices had completed between ~~50% and 75%~~ of their scheduled reports as of 10-1-53. Twenty-five offices have completed the project entirely.

To insure that adequate planning is being made to meet the stated deadline, it appears desirable to again impress upon the field the necessity of completing this project. Such planning should be perfected by 1-1-54, the date of the next status letters.

RECOMMENDATIONS:

(1) That the 15 offices which had completed less than 75% of the summary reports scheduled as of 10-1-53, be instructed to supply in their next status letters analyses of the project in their individual offices, including rate of production, sufficient to demonstrate that the deadline of 7-14-54 will be met. A letter

specifying that the next status letters must be submitted by January 8, 1954, is attached for your approval.

(2) That the remaining 11 offices which had not completed the project as of 10-1-53 (ranging from 76% to 99%) also be instructed to submit the status letters by January 8, 1954, without fail, in order that the Bureau will have complete figures relating to the status of the program at the earliest possible date. A letter is attached for that purpose.

December 17, 1953

SAC, Albany Personal Attention

Director, FBI ()

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

This letter is directed to those offices which, according to Bureau records, have not yet completed the initial phase of captioned project, but which in each case had submitted at least 75 percent of the scheduled reports as of October 1, 1953. It is assumed that several of the recipients will have finished the program by January 1, 1954, the date of submission of the next status letters.

As you may perceive, the status letters provide the Bureau with statistics relating to captioned program on an over-all basis. Any delinquency on the part of an individual office obviously delays to that extent the compilation of the data necessary to analyze the progress made in this project.

The Bureau is taking this opportunity to reiterate that status letters must be submitted promptly. In the event you have advised the Bureau of the completion of the project since October 1, 1953, you should nevertheless submit a status letter so stating and referring to the previous correspondence from your office.

Status letters from all offices receiving copies of this letter must be submitted to reach the Bureau by January 8, 1954, without fail.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: December 11, 1953

FROM :

SUBJECT: SECURITY INDEX

General

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

The following is a report on the increase in the Security Index since the last count was furnished to you on November 13, 1953.

Week of	New Cards Added	Cards Cancelled	Net Increase
November 14-20	175	46	129
November 21-27	75	6	69
November 28 - December 4	116	21	95
December 4-11	176	17	159
Total	542	90	452

For your information during the preceding four-week period 383 cards were added and 56 cards were cancelled, a net increase of 327 cards.

The Security Index count as of today is 23,767.

The Department has discontinued the general review of all Security Index cases. At the time the reviews were discontinued, 3,334 names had been approved by the Department.

ACTION:

This is for your information.

SAC, Chicago

December 15, 1953

Director, FBI

SECURITY INDEX - *General*
PREPARATION OF SUMMARY REPORTS

ReBulet of October 21, 1953, regarding your proposal that Agents be permitted to extract and clip previous reports for assembly and inclusion in summary reports on Security Index subjects. You were advised that the Bureau was soliciting the view of other offices having a large number of summary reports yet to be prepared.

The Bureau has received replies from eight offices falling into the above category which, without exception, have expressed opposition to your suggestion noted previously herein. Their objections may be summarized as follows: The proposed procedure (1) would be of little or no assistance in locating and reviewing original sources, required under captioned Program (2) would compound errors in previous reports (3) would involve use of reports entirely unsuitable for dissemination under existing standards, with any benefits derived being greatly outweighed by extensive editing required.

No further consideration is being given your proposal at this time.

You should advise Special Agent that the Bureau is appreciative of the suggestion as contained in urlet of September 29, 1953, and that any additional suggestions from your office designed to improve Bureau procedures will receive prompt consideration.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 14, 1953

FROM :

SUBJECT: SECURITY INDEX *General*
~~PREPARATION OF SUMMARY REPORTS~~

SYNOPSIS:

Executives Conference on October 22, 1953, unanimously approved Bulet of October 21, 1953, to Los Angeles requesting latter and seven other offices to submit recommendations regarding desirability of adopting practice of extracting one copy of each of previous reports in Security Index cases for cutting and assembly in sequence to facilitate preparation of summary reports, suggested by Chicago Office by letter of September 29, 1953. Unanimously recommended by Los Angeles and other recipients of Bulet of October 21, 1953, that proposal not be adopted, concurring with Bureau position as expressed in previous individual letters to Cleveland and New York Offices. Bureau had denied use of such procedure to latter offices on grounds that it would tend to reduce the preparation of summary reports to mechanical reproduction of previous investigative reports, without proper detailed attention being given to content. Other objections noted by recipients of Bulet of October 21, 1953, were that the proposed procedure (1) would be of little or no assistance in locating and reviewing original sources, required under captioned program (2) would compound errors in previous reports (3) would involve use of reports entirely unsuitable for dissemination under existing standards, with any benefits derived being greatly outweighed by extensive editing required. No further consideration being given to proposed procedure.

RECOMMENDATIONS:

(1) Since Chicago was advised by Bulet of October 21, 1953, that its suggestion was being considered further and that the views of other offices were being solicited, it is recommended that Chicago be furnished a resume of such views and advised that the procedure of extracting and cutting previous reports for assembly and inclusion in summary reports in Security Index cases is not being adopted. A letter to Chicago is attached for approval. ||

(2) That the offices receiving and responding to Bulet to Los Angeles of October 21, 1953, be similarly advised that the above proposal is not being adopted. Letter to Los Angeles and those offices is attached for that purpose. ||

DETAILS:

By letter dated September 29, 1953, the Chicago Office suggested that Agents be permitted to extract and clip previous reports for assembly and

inclusion in summary reports on Security Index subjects. A similar suggestion had been made on a previous occasion by the Chicago Office as well as Cleveland and New York. In the previous instances the suggestion had been disapproved on the grounds that if adopted, it would tend to reduce the procedure of preparation of summary reports to a mere mechanical reproduction of previous investigative reports without proper detailed attention being given to the contents.

On October 22, 1953, the Executives Conference unanimously approved Bulet of October 21, 1953, to Los Angeles requesting that office, Boston, Detroit, Newark, New Haven, Philadelphia, San Francisco and Washington Field to submit their recommendations regarding the adoption of the above proposal.

Replies have now been received from all recipients of the above letter to Los Angeles and the results reflect that those offices unanimously reject the suggestion. Their reasons coincide with the position taken by the Bureau in previous instances, as noted above, and may be summarized as follows.

The proposed procedure of extracting and clipping previous reports for assembly and inclusion in summary reports on Security Index subjects (1) would be of little or no assistance in locating and reviewing original sources required under captioned program (2) would compound errors in previous reports (3) would involve use of reports entirely unsuitable for dissemination under existing standards, with any benefits derived being greatly outweighed by extensive editing required.

As you know, one of the primary considerations in initiating the summary report program was that the original sources for the material set out in previous reports might be located and analyzed

looking toward the ultimate utilization of the data in connection with the Detention Program. Virtually all offices queried emphasized the absolute necessity of the referral to original sources in field office files noting that even if the above suggestion were adopted it would not assist the field in making searches for the original sources. Philadelphia Office states "In the preparation of the usual summary report in a case where information has been accumulated over a period of years the heaviest consumption of time is likely to be in locating and reviewing original sources and in obtaining the original information for documentation. The proposed procedure would not, therefore, be a major assistance."

In view of the foregoing, it does not appear that further consideration should be given to the proposed procedure of the Chicago Office.



SAC, Los Angeles

December 15, 1953

Director, FBI

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

- 1081
ReBulet of October 21, 1953, soliciting your recommendation regarding a proposal that Agents be permitted to extract and clip previous reports for assembly and inclusion in summary reports on Security Index subjects.

For your information the replies received in response to relet unanimously reject the above proposal for reasons which may be summarized briefly as follows: The proposed procedure (1) would be of little or no assistance in locating and reviewing original sources, required under captioned program (2) would compound errors in previous reports (3) would involve use of reports entirely unsuitable for dissemination under existing standards, with any benefits derived being greatly outweighed by extensive editing required.

No further consideration is being given to the proposal at this time.

12-15-53

The attached memorandum from [redacted] to me dated December 3, 1953, furnished background information on [redacted] at Toledo, Ohio. The Director agreed with [redacted] a suggestion that the Department be asked to determine whether [redacted] name should be maintained in the Security Index.

memorandum dated December 3, 1953, states that [redacted] name was on the Security Index. For your information, we do not actually carry a Security Index card for [redacted]. He is one of the 34 individuals whom we did carry in the "Prominent Persons Section" of the Security Index and in the event of an emergency, unquestionably, his case would have to be considered immediately, along with the other 33 so-called "Prominent Persons." Because we could not get the Department to pass on whether these 34 persons should be retained in the Index, we served notice some months ago on the Department that we were removing them from the Index until the Department reviewed the cases. Meanwhile, we still follow these cases closely and require a report every six months so that in an emergency the cases would be up to date for action.

ACTION:

We have continued to follow the Department for action on these 34 cases. Attached for your approval is another memorandum to Assistant Attorney General [redacted] urging that an opinion be furnished the Bureau in each of the cases on the 34 prominent individuals.

Take up also orally with [redacted] We must get action.

I was certainly misled by [redacted] memo as it was specific in stating [redacted] name was on the Security Index.

H.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 18,
1953

TO :

FROM :

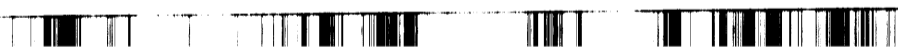
SUBJECT: SECURITY INDEX - General

During the past week, 158 new cards were added to the Security Index and 23 cards were cancelled, a net increase of 135 cards.

The Security Index count as of today is 23,902.

ACTION:

This is for your information.



UNRECORDED
12-18-53

December 18, 1953

EMERGENCY DETENTION PROGRAM

On December 18, 1953, I talked to of the Department concerning the 34 cases involving so-called "Prominent Persons" which the Attorney General has stated the Criminal Division will review to determine whether they should be placed on the Security Index. General I pointed out to that this has been hanging fire for many months, and on November 17, 1953, the Attorney General advised us that the Criminal Division would review these cases. I advised that on December 16, 1953, we sent through a memorandum to the Criminal Division again asking for action.

After checking, called me back and advised that these cases are being worked on and that rather than wait until all 34 are completed, he is going to have them sent through one at a time. He said that the results of the review are to be examined by and the Attorney General and that each of these individuals mentioned wants to review the findings personally. He said he would push this project along and he hoped that we would begin getting results in the near future.

1583

list

Assistant Attorney General [redacted]
Criminal Division

December 23, 1953

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

met
12/24/53
W.D. [unclear] to [unclear]
in [unclear] file
at [unclear]

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:

- Foreign Government Employees
- United Nations Employees
- Pro-Tito Yugoslavs
- U. S. Government Employees
- Atomic Energy Program Employees

RECEIVED READING ROOM
FBI
7 14 PM '53

PLC:mjt
DEC 23 1953
DEPT. OF JUSTICE
F. B. I.
DEC 23 8 11 AM '53
REC'D-10. COM. 2. OFFICE

RECORDED
DEC 23 1953

58 DEC 23 1953



1524

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 15, 1953

FROM :

SUBJECT: SECURITY INDEX - General APPROVALS BY DEPARTMENT

In order that there will be a uniformity in handling Security Index cases approved or to be approved by the Department for inclusion in the Security Index, there are attached proposed instructions for all Supervisors in the Espionage and Internal Security Sections.

As you know the Attorney General by memorandum dated November 17, 1953, has limited the number of such cases to be reviewed by the Criminal Division because of budgetary considerations. In addition, he has requested that we advise the Criminal Division whenever a Security Index card previously approved by the Department is cancelled, but that we initiate the cancellation without referral to the Criminal Division for an opinion. Insofar as the cancellation of approved cases is concerned the only difference from past procedure is that we will make the decision to cancel in all cases whereas in the past we have cancelled and advised the Department of the action taken only when (1) the subject dies (2) the subject enters the military services and is outside the scope of the Program or (3) a subject is an alien who permanently departs from the United States or its possessions. In the past in all other cases we have furnished the pertinent facts to the Department and requested an opinion regarding cancellation except in instances where a Security Index subject has been developed as a security informant or there are good possibilities of such development. In such exceptions for security reasons in order that the identity of the informant will not be disclosed we prepared a memorandum for the individual case file setting out the informant status of the individual and recommending that the Security Index card be cancelled without calling the cancellation to the attention of the Department.

ACTION:

If you approve, copies of the attached memorandum addressed to all Supervisors in the Espionage and Internal Security Sections will be prepared and distributed.



TO ALL SUPERVISORS IN THE ESPIONAGE
AND INTERNAL SECURITY SECTIONS

December 15, 1953

NAMES APPROVED BY THE DEPARTMENT FOR
INCLUSION IN THE SECURITY INDEX

BACKGROUND:

Since 1952, the Criminal Division of the Department has been reviewing reports on subjects whose names are included in the Security Index and advising the Bureau of the names approved. Upon receipt of an approval the corresponding Security Index card is stamped "Approved by the Department" and a memorandum indicating the approval is routed to each individual case file. A total of 3,334 names have been approved by the Department for inclusion in the Security Index.

SECURITY INDEX CASES PRESENTLY BEING REVIEWED BY THE DEPARTMENT

When the Department instituted the review of Security Index cases it was contemplated that all Security Index cases would be reviewed and an opinion furnished to the Bureau in each case. The Attorney General has now advised that because of budgetary considerations he has instructed the Criminal Division to discontinue the general review of all Security Index cases but to continue the review of a limited number of special types of cases. The special cases which the Criminal Division will continue to review and furnish the Bureau with an opinion as to whether the cases should or should not be included in the Security Index are set out as follows:

1. All cases not approved to date in which the Security Index cards are included in the Special Section under the following headings: U. S. Government Employees, Foreign Government Employees, United Nations Employees and Atomic Energy Program Employees. The Department will obtain the list of the names in those categories from the Security Index list furnished to the Department on a monthly basis.

ENC

2. The cases of thirty-four specifically named individuals who are prominent in the business and professional fields whose cards were removed from the Security Index until such time as the Department furnished an opinion in each case as to whether each subject should or should not be included in the Security Index. The Attorney General by a memorandum dated November 17, 1953, advised that he had instructed the Criminal Division to review those cases and furnish an opinion in each matter to the Bureau.

3. Cases presented to the Department for an opinion as to whether the names should be added to the Security Index when the results of investigation indicate the individuals are prominent in the business and professional fields or other special or peculiar facts exist. Cases of this type should be presented to the Department on a selective basis.

PROCEDURE FOR HANDLING FUTURE CANCELLATIONS OF SECURITY INDEX CARDS ALREADY APPROVED BY THE DEPARTMENT

The Attorney General has requested that the Criminal Division be advised whenever the name of an individual is deleted from the Security Index who has previously been approved by the Department for inclusion. However, such deletions are to be made by the Bureau without referral to the Criminal Division for an opinion regarding the deletion whenever information received or developed indicates a subject is no longer to be considered potentially dangerous to the internal security in accordance with existing Bureau policy in that matter. X

In order to comply with the request of the Attorney General to be advised whenever Security Index cards previously approved by the Department are cancelled, you should be guided by the following instructions:

1. Prior to authorizing the cancellation of a Security Index card you should call the Security Index on extension 2356 to determine if the card is one that has already been approved by the Department.

2. If the Security Index card being considered for cancellation has been approved by the Department, except in the situation indicated below, it will be necessary to direct a memorandum to Assistant Attorney General of the Criminal Division advising that the Security Index card has been previously approved by the Department and that the card is being removed from the Security Index. The basis for the



cancellation should be briefly set out. The communication to _____ should be classified "Secret" and captioned "Emergency Detention Program." Copies of the communication should be designated for the subject's case file and to file _____, the control file for Department approvals of Security Index cards. Copies of reports reflecting the facts on which the cancellation is based should be furnished to the Department.

Exception

If the subject has been developed as a security informant or there is a good possibility that he will be developed, for security reasons the Department should not be advised that the Security Index card is being cancelled. Reports reflecting the cooperation of the individual should not be disseminated as long as the subject is in that status and notations to that effect should be legibly placed on the report in the Bureau's files. In such instances it will be necessary to prepare a brief memorandum for the individual's case file indicating the informant status of the individual and recommending that the Security Index card be cancelled without advising the Department in order to protect the identity of the informant.

3. If a Security Index card already approved by the Department is to be cancelled either (1) the yellow copy of the memorandum to _____ along with the copies of the incoming communication from the field recommending the cancellation or (2) the memorandum prepared under the exception noted above along with copies of the incoming communication from the field recommending the cancellation should be routed to the Security Index Desk, _____, in order that the mechanics to cancel the Security Index card can be handled. In order to be certain that the instructions to cancel are received at the Security Index Desk the incoming communication and the memorandum should not be initialed for Division 5 until the cancellation is completed. A pencil notation _____ should be placed in the lower-left hand corner of the memoranda. The copy of the incoming communication will be returned to the appropriate field office from the Security Index Desk advising that the Security Index card has been cancelled. In instances when there is no incoming communication from the field recommending the cancellation and the instructions to cancel are initiated at the Bureau, it will be necessary for the supervisor to instruct the field by memorandum to cancel the Security Index card.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 24,
1953

TO :

FROM :

N
SUBJECT: SECURITY INDEX - General

During the past week, 74 new cards were added to the Security Index and 16 cards were cancelled, a net increase of 58 cards.

The Security Index count as of today is 23,960.

ACTION:

None. This is for your information.



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date December 17, 1953

To: Director, FBI

From: _____, Special Agent

Field Office or Division Savannah

Security Index - Savannah

SUGGESTION: One of the problems involved in handling security type cases is the photographing of subjects and suspects, often on the street or entering or leaving meeting places. The procedure at the present time generally involves use of a telephoto-lens camera, located in a plant from which the spot to be photographed is in clear view, or through the use of a surveillance truck. The location of a suitable plant is a problem which often is an unsurmountable obstacle within the time available. Also, at times it is not desirable to use a surveillance truck. It is suggested that a camera of the Robot type, which can take up to twenty pictures with one winding, or a motion picture camera, be utilized in such instances and remotely controlled by radio. The camera with radio receiver could be disguised in a box (with suitable opening for camera lens) and placed in a parked car near the spot to be photographed. Then, when an individual in whom the Bureau is interested comes within view, a photograph can be taken by pressing a button on the transmitter which may be located a block or more away. The transmitter operator may observe the point of interest (cont'd.)

Its advantages are: _____

It should save at least \$ _____ annually.

The use by the United States of my suggestion shall not form the basis of further claim of any nature by me, my heirs, or assigns upon the United States.

[Signature]

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

Exec Cont. memo 11/20/53 CSM: dng. QF: sh

SAC _____: This might be arranged in major case under unusual circumstances; however, doubt day to day value in view of complicated arrangements needed. Not recommended as general practice.

*ack 12-23-53
cc: SAC, Savannah
#42-1563
Referred to SAC
for memo power to
quicker cons. 12-23-53-act*

RECORDED - 50
INDEXED - 50

[Signature]
Special Agent in Charge
(Title)

RECORDED COPY FILED IN
DEC 21 1953

through binoculars. Transmitters and receivers for such remote operation are available in kit form from several radio supply houses for approximately \$50 a kit, it being noted that such equipment is used by many boys and experimenters for remote control of toy boats, automobiles, etc.

Such disguised cameras could also be used to photograph extortion and ransom payoffs where a particular spot is designated (using infrared illumination at night-time if necessary) and for meetings of double agents, etc., in espionage and security cases where suitable cover for other type physical surveillance is non-existent.

This suggestion has been orally discussed by the writer with Bureau officials in the past.

December 31, 1953

INDEX
SECURITY SUBJECTS EMPLOYED
IN U.S. GOVERNMENT

to the Director's request that he be advised by January 4, 1954, or as soon thereafter as possible, of the identities of any persons still employed in Federal employment (1) who are included in the Security Index or (2) upon whom there is any substantial proof of subversive connections. memorandum advised that in connection with the second portion of the Director's request, the Employees Security Section was reviewing files of individuals mentioned in a memorandum furnished to the Attorney General on January 23, 1953, to determine whether the files indicate the individuals are still employed with the Government; that, if so, a check will be made with the Civil Service Commission to ascertain the latest employment status of these persons according to the records available to the Commission.

Attached hereto are 173 cards each setting forth a name and identifying data of an individual in typewritten form whose name appeared on the memorandum furnished the Attorney General on January 23, 1953, and who, according to a recent review of Bureau files, would appear to be still employed with the Federal Government. It will be noted these cards also contain handwritten notations regarding employment status. These notations were made by personnel of the Civil Service Commission during December, 1952, and in some cases prior thereto, in connection with a request by the Bureau at that time to determine the employment status of these individuals.

RECOMMENDATION:

It is recommended a representative of the Liaison Section furnish the attached cards to the Civil Service Commission and request the Commission to check its records and note on each card the current employment status of the individual named on the card so far as is reflected in the records of the Commission. As the Director has requested this matter be handled as soon as possible, the Commission should be asked to afford this check immediate attention and furnish the results at the earliest possible date.

The Employees Security Section is continuing to review files in connection with this matter and it is contemplated additional names will be submitted to the Commission in the immediate future.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 31,
1953

FROM :

SUBJECT: SECURITY INDEX *Cancelled*

During the past week, 66 new cards were added to the Security Index and 16 cards were cancelled, a net increase of 50 cards.

The Security Index count as of today is 24,010.

ACTION:

None. This is for your information.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 1/4/54

FROM : SAC, Denver

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

ReBulet dated 12/17/53, to Albany, copy to Denver.

This is to advise that the summary report project in the Denver Office was completed as of 12/31/53. All initial summary reports have been submitted.

Office Memorandum • UNITED STATES GOVERNMENT

1589

TO :

DATE: 12/11/53

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #816-53
MADE BY SA ----
SAN FRANCISCO OFFICESUGGESTION:

In Security Index cases, where documentation from one other office is necessary for a summary report, it is suggested that the other office not forward the requested documentation by letter but prepare amended administrative pages for the Bureau and all interested offices. The suggesting employee points out this would necessitate sending a copy of the report to the office which is to provide the documentation together with a lead that the documentation be provided. The suggestor has in mind that this procedure would avoid duplication of effort and result in saving Agent and stenographic time.

OBSERVATIONS:

The Records Section, Records and Communications Division, recommends unfavorably as to the adoption of this suggestion. It is felt the suggested procedure would result in some confusion on the Stop Desk and in the Locate Units in the Records Section. Unless substantial savings would be effected through adoption of this idea, Records Section is opposed.

The Records Section also pointed out that the suggestion could not be adopted if documentation were required from more than one office since it would not be possible to place pages in their proper sequence. It would be necessary to set up a separate procedure to apply only to a portion of the requests for documentation and amended reports would be received from offices other than the office originally preparing the report. This would result in confusion.

SAC Whelan of San Francisco recommends adoption of the proposed system and states it would undoubtedly save Agent, stenographic and clerical time.

The Domestic Intelligence Division agrees with Records Section that the suggestion is limited exclusively to the situation in which there is but one other office concerned with documentation.

Memorandum to

Internal Security Section, Domestic Intelligence Division, believes this suggestion should not be adopted for the following reasons:

- (1) Suggestion applicable only to limited set of circumstances;
- (2) For this reason, suggestion is susceptible to misinterpretation each report would have to be analyzed carefully to prevent multiple offices from receiving leads to supply administrative pages;
- (3) Office preparing the report is in the best position to correlate the material therein, including the documentation;
- (4) Administrative pages which are amended should be transmitted by cover letter, an added burden of administration, in the interest of clarity inasmuch as they are in response to a lead stated in the report;
- (5) Reports, some of which are voluminous, would, under the suggested procedure, be sent to offices having no interest in the case beyond documentation. Therefore, the suggestion entails (a) preparation of an additional copy of the report and (b) receipt of same by an office having no interest in its substance.
- (6) Suggested system represents exception to procedure which has proved satisfactory to date, with 46% of scheduled summary reports already received at the Bureau as of 10/1/53.

EXECUTIVES CONFERENCE CONSIDERATION: 12/11/53

Per presentation by , no further action is recommended in view of the opposition of the Internal Security Section, the Domestic Intelligence Division, and the Records Section. The suggesting employee has already been thanked.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 12/22/53

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index Cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of December 15, 1953.

Attachments

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL Alien
 CS Comsab
 DC Detcom
 KF Key Figure
 NA Naturalized
 NB Native Born
 TF Top Functionary

AEP Atomic Energy Program employees
 BUL Bulgarian
 COM Communist Party, USA
 CZE Czechoslovakian
 ESP Espionage subjects
 FGE Foreign Government employees
 GOV United States Government employees
 HUN Hungarian
 ILL Independent Labor League
 ISL Independent Socialist League
 NPR Nationalist Party of Puerto Rico
 PPA Proletarian Party of America
 PRO Prominent Person
 RUM Rumanian
 RUS Russian
 RWL Revolutionary Workers' League
 SWP Socialist Workers' Party
 ULP United Labor Party
 UNE United Nations employees
 YUG Yugoslavian

F. 1



UNRECORDED

January 5, 1954

**SECURITY SUBJECTS EMPLOYED
IN U.S. GOVERNMENT**

memorandum of December 31, 1953, referred to the Director's request that he be advised by January 4, 1954, or as soon thereafter as possible, of the identity of any individuals still employed in the Federal Government (1) who are included in the Security Index or (2) upon whom there is any substantial proof of subversive connections. memorandum advised that in connection with the second portion of the Director's request, the Employees Security Section was reviewing files of individuals mentioned in a memorandum furnished to the Attorney General on January 23, 1953, as well as cases in which information was developed indicating prior Communist Party affiliation to determine whether Bureau files indicate the individuals are still employed by the Government. It was pointed out that if the Bureau files so indicated, a check would be made with the Civil Service Commission to ascertain the latest employment status of those individuals, according to the records available to the Commission.

By memorandum dated December 31, 1953, 173 cards were furnished to the Civil Service Commission. Attached hereto are 172 cards each setting forth a name and identifying data of an individual who, according to a recent review of Bureau files, would appear to be still employed by the Federal Government.

RECOMMENDATION:

It is recommended that a representative of the Liaison Section furnish the attached cards to the Civil Service Commission and request the Commission to check its records and note on each card the current employment status of the individual named on the card as reflected in the records of the Civil Service Commission. As the Director has requested this matter be handled as soon as possible, the Commission should be asked to afford this check immediate attention and furnish the results at the earliest possible date.

The Employees Security Section is continuing to review files in connection with this matter and it is contemplated additional names will be submitted to the Commission in the immediate future.

Office Memorandum • UNITED STATES GOVERNMENT

DATE: January 5,
1954

TO :

FROM :

SUBJECT: SECURITY INDEX *W. J. ...*

In connection with the Director's request to be advised of the identities of Security Index subjects in Federal employ, discussed in your memorandum to of December 31, 1953, I talked to of New York at 1:00 p.m., January 4, 1954. I advised him that the subject Navy employee was being added to the Security Index in accordance with New York FD-122 of December 7, 1953. I instructed that continued employment with the Navy should be verified immediately with the results to be forwarded to the Bureau by teletype the morning of January 5, 1954.

I also advised that New York should disregard Bureau airtel Security Matter - C, of December 30, 1953, no longer employed by the Federal government according to New York FD-122 of December 11, 1953.

ACTION:

None; for information.

UNRECORDED

THE ATTORNEY GENERAL

January 7, 1954

Director, FBI

**PROGRAM FOR APPREHENSION AND DETENTION
OF PERSONS CONSIDERED POTENTIALLY
DANGEROUS TO THE NATIONAL DEFENSE AND
PUBLIC SAFETY OF THE UNITED STATES
FBI File**

You are referred to my memorandum of September 16, 1953, under the above caption, wherein there were listed thirty individuals considered potentially dangerous to the national security who were at that time employed by the Federal Government. It was stated that these individuals were listed for apprehension in the event of an emergency and their names were maintained in the Security Index.

For your information, our records at this time reflect that fifteen Security Index subjects, listed hereinafter, are employed by the United States Government, eleven of whom were mentioned in referenced communication. Of the eleven, six are presently under suspension and another is in an annual leave status with future employment uncertain. An asterisk has been placed by each of the aforementioned eleven names and after each name there is set out the employment and data relating to its tenure, where appropriate.

It may be noted that in the case of _____, a Security of Government Employees investigation is now in progress. The results will be forwarded immediately upon receipt to appropriate agencies.

Investigative reports in all fifteen cases have been transmitted to the Records Administration Branch of the Department.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 30
1953

FROM :

SUBJECT: ADMINISTRATIVE HANDLING OF RECOMMENDATIONS
FOR THE PREPARATION AND CANCELLATION OF
SECURITY INDEX CARDS*Security Index - General*

I should like to call to your attention the problem involved in the handling of the captioned type of correspondence within the five-day delinquency rule.

The preparation or cancellation of Security Index Cards on persons considered potentially dangerous is a most ^{important} matter since both the security of the country and the rights of the individuals are so obviously affected. No person's name is included in or deleted from the Security Index based upon the decision of one Supervisor alone. Certain procedural steps have been set up for safeguards. Certain other steps are necessary for administrative reasons. For your information, the following steps are necessary in connection with the handling of this type of correspondence:

(1) The piece of mail reaches the Supervisor to whom the case is assigned, who after obtaining and reviewing the file passes upon the recommendation made by the Field. Sometimes a delay is involved in this connection since the Supervisor should have the FD-122 (the form recommending the preparation or cancellation of the Card), as well as the most recent report which is usually a summary report, and while these two pieces of mail usually come in together they frequently have been separated and do not reach the Supervisor at the same time.

(2) The file, together with the current form submitted by the Field, is then forwarded to Supervisor ^{for} review. In order to maintain a consistent level of judgment this Supervisor reviews and passes on all recommendations.

(3) Where there is a disagreement or a questionable case the current communication and the file go to the Section Chief of the Internal Security Section where they are considered and passed on by the Section Chief or someone acting for him in his absence.

(4) Where a case is still a questionable one or relates to a person of prominence, it is then routed to your office to be passed on by you as Assistant Director or someone acting for you

Memorandum for

in your absence. In certain exceptional situations you have found it desirable to bring the matter to the Executives Conference for consideration.

(5) When the action has finally been approved, the current communication is routed to Supervisor [redacted], who has the responsibility for the physical maintenance of the Security Index and is the Supervisor in Charge of this Unit, in order that the necessary administrative instructions may be issued to the Statistical Section where the Security Index Cards are prepared.

(6) The necessary material is sent to the Statistical Section for the preparation of the Security Index Card.

(7) The material is then returned by the Statistical Section to Supervisor Cox, who checks the cards for accuracy and retains one for filing in the Security Index.

(8) The card prepared by the Statistical Section for Field use, together with the incoming communication, is then returned to the original Supervisor for the preparation of an appropriate letter to the Field.

As is apparent, the safeguards considered necessary and the administrative handling require more time than is necessary for the handling of ordinary correspondence. Some of these items are still handled within the five-day delinquency period. This is true of the routine instances where no Index Card is being prepared. However, on the average, this correspondence now takes between two and three weeks. This is occasioned both by the existing delinquency and by the necessary steps involved in the handling of this mail. By separate memorandum we have requested additional Supervisors and will request additional stenographers if needed in order to remove all existing bottlenecks and keep the backlog on the Supervisors' desks to a minimum in an effort to come as nearly as possible to handling this category of mail within five days. This period is still regarded as our goal but it is doubtful even with the additional personnel if we can consistently meet it.

It is considered paramount that proper thought and consideration be given to this important decision on the part of the Bureau and while we will handle this mail as quickly as possible, it is not felt we should be held to the five-day rule. Having in mind that this material is first processed in this Division, then in the Statistical Section of another Division, and again in this Division, it is felt that an over-all period of 12 days at this time would be a reasonable deadline. Even

Memorandum for

this deadline will require a real effort on the part of all personnel to get the mail properly processed and acknowledged in this period. There will be some situations in which we cannot meet this deadline. With the addition of personnel to the Security Index it may be possible to reduce the deadline. It is, therefore, believed that a survey should be made in 60 days to determine what may then be a reasonable and workable rule.

RECOMMENDATION:

That the five-day rule not be held as applying to the captioned type of communication at this time; that a 12-day overall deadline be set at this time; and that the matter be reconsidered in approximately 60 days in order to determine, based on the personnel situation at that time, whether or not the deadline can be shortened.

UNRECORDED

January 7,
1954

**SECURITY SUBJECTS EMPLOYED BY
THE UNITED STATES GOVERNMENT**

DETAILS:

In my memorandum of December 31, 1953, attached, I noted that the Director had requested to be advised by January 4, 1954, or as soon thereafter as possible, of the identities of any persons still in Federal employment (1) who are included in the Security Index or (2) upon whom there is any substantial proof of subversive connections. It was stated, further, that according to our records at that time, nineteen Security Index subjects were employed by the Federal government, but that this figure was subject to modification by virtue of the temporary tenure of some, and the suspended status of others. The field was instructed to make inquiry in each individual case, to insure complete accuracy.

The above memorandum also reflected that with respect to the individuals not included in the Security Index, but falling within the second category of persons contained in the Director's request, the Employees Security Section was reviewing files and would make immediate checks with the Civil Service Commission to verify continued Federal employment. This phase of the Director's request is being fully accelerated by the Employees Security Section as reflected in memoranda, to [redacted] of December 31, 1953, and January 3, 1954, respectively.

In the ^{General} Security Index cases, replies have now been received from the field, reflecting that five of the nineteen listed in my memorandum of December 31, 1953, above, are no longer employed by the Federal government: two had been discharged, one failed to report for temporary postal employment, one was separated after temporary Postal service and the fifth resigned on December 26, 1953. With the addition of a new employee, [redacted], to the Security Index the list of such subjects in Federal employment as of this time totals fifteen.

RECOMMENDATION:

The Director has noted in the attached memorandum of

UNRECORDED
1-7-54

December 31, 1953, "Send memorandum to the Attorney General
and H."

If you approve, there is attached a letter in
compliance with the foregoing, listing the 15 Security Index
subjects employed by the Federal government according to our
records as of this date.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 15,
1954

FROM :

4- SUBJECT: SECURITY INDEX -

During the past week, 119 new cards were added to the Security Index and 14 cards were cancelled, a net increase of 105 cards.

The Security Index count as of today is 24,173.

ACTION:

None. This is for your information.

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC, [illegible]

DATE: JANUARY 11, 1953

FROM : [illegible]

SUBJECT: SECURITY INDEX

To advise you of the total cards in the Security Index and of the total number approved by the Department to date.

The following is a report on the increase in the Security Index since the last count was furnished to you on December 11, 1952.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
December 12-18	158	23	135
December 19-25	74	16	58
December 26 - January 1	66	16	50
January 2-8	71	13	58
Total	369	68	301

For your information, during the preceding four-week period 542 cards were added and 90 cards were cancelled, a net increase of 452 cards.

The Security Index count as of today is 24,331.

To date 3,385 cards have been specifically approved for inclusion in the Security Index by the Department and no names have been disapproved.

ACTION:

This is for your information.



Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 28,
1953

FROM :

SUBJECT: SECURITY INDEX
GEOGRAPHICAL SECTIONSYNOPSIS:

Field maintains Geographical Section for Security Index cards, filed by residence "in accordance with the needs of each office." Under specific Bureau instructions that Security Index cards must be kept up to date at all times, when it is learned that subject has left previous address, field must submit FD-122 to amend cards to reflect "unknown" address pending determination of current whereabouts either (1) within the same division or (2) in another division. Interim filing problem in Geographical Section thus presented, resolved variously in the field. Some offices have indicated previous address on FD-122, to govern temporary filing of amended cards showing "unknown" residence; others have filed by employment, when known. Recommended that to insure uniformity, field should be authorized to establish breakdown of Geographical Section designated "Verification Pending."

RECOMMENDATION:

That the field be authorized to establish a breakdown in the Geographical Section of the Security Index designated "Verification Pending," for the cards of (1) those subjects whose whereabouts is listed as "unknown" with investigation continuing within the same division to locate them and (2) those subjects whose whereabouts in another division is in the process of verification, the cards in the interim bearing the address as "unknown." A proposed SAC Letter is attached for approval.

Appropriate Manual changes will be prepared upon approval of the attached.

DETAILS:

You will recall that under present Manual instructions the field maintains in each office an alphabetical section wherein are contained all cards. A second set of cards is distributed to either the (1) Geographical Section, which will be utilized for apprehensions (2) Special Section, which includes specified categories; e.g., espionage subjects or (3) Unavailable Section, which includes subjects who are missing, out of the country, or imprisoned. Cards are filed in the Geographical Section by residence "in accordance with the needs of each office." Generally, such filing is done by specific localities within each division and by police precincts in cities.

Bureau instructions provide further that Security Index cards be maintained in an up-to-date status. For this reason the field submits FD-122 when it is determined that a subject has left his former employment or address, or both, even though his current address or employment is not yet determined.

It will thus be seen that in such instances the residence is listed as "unknown" for an indeterminate period, pending verification. Filing of the card in the interim is left to discretion of the offices, some of which have let filing be governed by the former address, or by employment, if known.

Although this is an administrative problem unique to the field in that the Bureau maintains no Geographical Section, it is believed desirable that to insure uniformity the field be instructed to add a breakdown to the Geographical Section to be designated "Verification Pending." Such breakdown would provide temporary filing for the Geographical cards of (1) those Security Index subjects whose whereabouts is listed as "unknown" but investigation is continuing within the division to locate them and (2) those subjects who have moved to another division in which leads are outstanding to effect verification of their whereabouts.

Similar procedure has been suggested by the Los Angeles Office as a means of establishing uniformity. The San Francisco and New York Offices have also suggested recently that the Bureau consider specifying uniform procedure in above instances.

UNRECORDED
12-31-53

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 31
1953

FROM :

SUBJECT: SECURITY SUBJECTS EMPLOYED
IN U. S. GOVERNMENT

As you know, the Director has requested to be advised by January 4, 1954, or as soon thereafter as possible, of the identities of any persons still in Federal employment (1) who are included in the Security Index or (2) upon whom there is any substantial proof of subversive connections.

General
According to our records, there are at present nineteen Security Index subjects in Federal employment. Of the nineteen, some have been reported suspended or in the process of separation, while others were hired on but a temporary basis. To insure that the figure is entirely accurate, the field has been instructed in each individual case to advise immediately of the current employment status. Upon the receipt of such replies from the field, a detailed memorandum will be prepared immediately pursuant to the Director's request.

There is set out hereinafter a list of the nineteen Security Index subjects in Federal employment, according to Bureau records, subject to modification as noted previously:

With regard to the second request of the Director, the Employees Security Section is reviewing the files of individuals, who are not Security Index subjects, mentioned in the memorandum furnished to the Attorney General on January 23, 1953, which included those persons on whom there was documentary evidence or an admission of Communist Party affiliation at some time, as well as cases in which information was developed indicating Communist Party affiliation. The documentary evidence of Communist Party membership or affiliation in these cases is not necessarily of a legally admissible type but would be admissible in an administrative hearing. In some of the cases, the only documentary evidence available is an application for membership in the Communist Party or a Communist Party registration card. In some of the cases, the person under investigation admitted prior membership in the Communist Party which consisted of membership for a short period of time many years ago. The Bureau files are presently being reviewed to determine whether the individual previously investigated is still employed by the Government. If Bureau files so indicate, a check will be made with the Civil Service Commission to ascertain the latest employment status according to the records available at the Civil Service Commission. This will of necessity involve a large number of cases but the Civil Service Commission will be requested to expedite its check.

ACTION:

As noted previously, the field has been instructed to advise immediately of the present employment status of the listed Security Index subjects and all replies are expected by January 4, 1954. With their receipt, and upon the completion of the file review by the Employees Security Section, noted above, a detailed memorandum will be immediately prepared pursuant to the Director's request.

Send memo to A. G.

Office Memorandum • UNITED STATES GOVERNMENT

1597

TO :

DATE: January 13, 1954

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of December 31, 1953, is set forth herein.

Number of pending active matters in the entire field increased slightly from 19,833 to 19,947. The delinquent matters in the entire field increased from 6,655 to 6,749 although the delinquency decreased from 33.5% to 33.2%. Letters sent to 20 offices instructing them to reduce their backlog and delinquency.

New York reduced its pending active matters in the three classifications from 5,219 to 5,115 and the number of delinquent from 2,429 to 2,187 to approximately 43%. New York accounts for approximately 25% of the pending active matters and 32.5% of the delinquency in these classifications in the entire field. New York reduced the number of pending active matters in the 100 classification from 4,439 to 4,355 and the number delinquent from 2,170 to 2,018 or from approximately 49% to 47%.

ACTION:

We will continue to closely follow the field in this matter. You will be advised of the results of the review of the January, 1954, administrative reports.

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19 JAN 1954



DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The December administrative reports from all offices reflect that the total pending active matters in the 65, 100 and 105 classifications increased during the month from 19,838 to 19,947. The number of delinquent matters increased from 6,655 to 6,749, representing a statistical decrease from 33.5% to 33.8%. Twenty-five offices reduced their total number of pending active matters and twenty-eight offices reduced their delinquency in these classifications. Letters have been sent to 20 offices directing them to reduce their backlog and delinquency in these matters, as noted on page eight herein.

The New York Office has approximately 25% of the pending active matters in the 65, 100 and 105 classifications in the entire field. That office has approximately 32.5% of the number of delinquent matters in these classifications in the entire field. The average delinquency in all other offices at the end of the month was approximately 30.7%. New York's delinquency decreased from 47% to 43%.

The bulk of New York's backlog and delinquency is in the 100 classification. During December the number of pending active matters in the 100 classification in the New York Office was reduced from 4,439 to 4,355. The number of such matters which were delinquent was reduced from 2,170 to 2,018. The delinquency in classification 100 decreased from 49% to 47%.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>9-30-53</u>	<u>10-31-53</u>	<u>11-30-53</u>	<u>12-31-53</u>
65	1,314	1,089	1,103	1,112	1,155
100	32,812	20,233	20,151	20,882	20,941
105	<u>2,895</u>	<u>2,014</u>	<u>2,009</u>	<u>2,041</u>	<u>2,076</u>
Total	37,021	23,336	23,263	24,041	24,172

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>9-30-53</u>	<u>10-31-53</u>	<u>11-30-53</u>	<u>12-31-53</u>
65	525	261	160	227	180
100	22,518	6,815	6,000	5,899	6,122
105	<u>1,719</u>	<u>495</u>	<u>420</u>	<u>529</u>	<u>447</u>
Total	24,762	7,571	6,580	6,655	6,749

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since December 31, 1952:

CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
12-31-52	24,770	12,267	49.5%
1-31-53	24,098	11,772	48.9%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,390	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	6,580	34.3%

CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.2%

Status of Security Work In Twelve of the
Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 80% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR SELECTED OFFICES
SECURITY INDEX CARDS
65, 100 and 105

<u>Office</u>	<u>Security Index Cards 12-15-53</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
		<u>11-30-53</u>	<u>12-31-53</u>	<u>11-30-53</u>	<u>12-31-53</u>
* New York	5,585	5,219	5,115	47%	43%
* Los Angeles	3,806	1,831	1,845	16%	35%
* San Francisco	2,171	1,687	1,652	34%	47%
Chicago	1,471	984	967	30%	25%
* Detroit	1,378	643	725	35%	30%
* Philadelphia	1,102	1,078	1,023	45%	35%
* Newark	760	1,051	1,053	42%	40%
Cleveland	689	472	460	23%	23%
Seattle	674	300	306	31%	25%
* Boston	600	632	701	25%	25%
Minneapolis	514	319	370	25%	28%
New Haven	502	437	450	28%	28%
Total	19,252	14,653	14,667		

The over-all statistics for the eleven offices other than the New York Office since April 30, 1952, are as follows:

* See page eight

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent (65-100-105)</u>
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%

During December, five of the twelve offices reduced the total number of pending active matters in the three classifications and eight reduced the delinquency in the total matters in those classifications.

New York Office

In regard to the New York Office you will note, it has the highest number of the pending active matters and the highest percentage of delinquency of the twelve offices listed. During November, the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 104 from 5,219 to 5,115 matters and those delinquent by 242 from 2,429 to 2,187.

Since January 1953, the New York Office has shown a steady decline in delinquent matters in the security classifications as well as a steady reduction in the case backlog. This trend has continued through December, according to the administrative report of that office. During November, 1953, the security delinquency dropped below 50% for the first time this year to 47%. This was reduced even further in December to 43%. The latter figure compares favorably with the January, 1953, delinquency of 76% in the security classifications.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the

percentage of delinquency on December 31, 1953, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during December, 1953. It should be noted that many of the smaller offices have no pending matters in classifications 65, and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	11-30-53	12-31-53	11-30-53	12-31-53
* Cincinnati	292	299	32%	38%
* Omaha	72	66	32%	38%
* Atlanta	73	55	36%	35%
* Butte	41	46	17%	35%
* Indianapolis	182	166	22%	33%
* Memphis	42	41	24%	33%
* Albany	251	261	29%	32%
* Oklahoma City	72	74	35%	32%
* Richmond	54	54	17%	32%
* Kansas City	88	94	27%	31%
* Denver	166	177	26%	31%
* Charlotte	77	58	23%	28%
* Milwaukee	210	214	43%	27%
* Springfield	99	123	23%	27%
Portland	88	73	30%	26%
Salt Lake City	54	62	19%	26%
Buffalo	215	209	31%	25%
Houston	74	56	16%	25%
Washington Field Office	852	980	26%	25%
Albuquerque	74	86	22%	24%
Phoenix	81	79	17%	24%
St. Louis	254	232	28%	24%
Norfolk	37	30	19%	23%
Anchorage	47	42	32%	21%
Dallas	69	77	30%	20%
Pittsburgh	296	317	21%	20%
New Orleans	115	116	31%	19%
San Antonio	43	42	30%	19%
Savannah	28	37	21%	19%
Baltimore	357	364	25%	18%
Miami	149	121	34%	18%
San Diego	169	131	3%	15%
San Juan	188	170	28%	18%
Mobile	35	33	23%	12%
Birmingham	45	45	7%	11%
Little Rock	20	20	20%	10%
Louisville	48	44	24%	9%
Honolulu	69	62	10%	6%
Knoxville	24	22	53%	5%
El Paso	31	32	26%	0%
Total	5,180	5,260		

* See page 10

During December, eighteen offices were able to reduce their pending active work load and twenty-two offices reduced their delinquency.

The following figures illustrate the progress of the forty offices as a whole since April 30, 1952, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.8%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,927	1,067	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,280	1,301	24.6%

*Letters have been directed to those offices indicated by asterisks in the lists appearing on pages four and six herein. It will be noted that in both lists the security delinquency appears in the columns at the extreme right. These letters, 20 in all, instruct the offices concerned to reduce their delinquencies in the security classifications, bringing the latter in line with other investigations in the respective offices. Factors considered in sending letters include, besides the current delinquent status, analysis of the general trend in the individual office and particular circumstances called to the attention of the Bureau by specific offices.

Handwritten initials and signatures, including a large signature that appears to be "J. Edgar Hoover" and other illegible marks.

Handwritten number "1256" in the bottom right corner.



Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: January 8, 1954

FROM :

SUBJECT: REQUEST FOR ADDITIONAL SUPERVISORY PERSONNEL
SECURITY INDEX UNIT
INTERNAL SECURITY SECTION
DOMESTIC INTELLIGENCE DIVISION

[Handwritten signatures and initials]

REFERENCE

Mr. [redacted] memorandum to [redacted] of 12-23-53 recommended that six additional Supervisors, experienced in Security work, be assigned to the Security Index Unit of the Domestic Intelligence Division.

ADMINISTRATIVE

26 Agent Supervisors and 3 Clerk Supervisors are currently assigned to the Security Index Unit. 22 Supervisors handle the bulk of the incoming mail, distribution being made by Field Office assignment. The remainder of the supervisory personnel are occupied with full-time responsibilities of adding or deleting names from the Security Index, Detention Program, policy matters, Responsibilities Program, special assignments, and related matters.

A survey covering nine weeks chosen from the months of January, February, March, April and May, 1953, reflects average of 19 men handled total of 25,377 items, or weekly average of 2,606 items. Each Supervisor handled an average of 137 items per week during this period (work papers attached). During the ten-week period of July 27 to October 2, 1953, there were 32,650 items handled, while during the ten-week period of October 5 through December 11, 1953, there were 35,945 items handled, giving a weekly average of 3,594 items or approximately 163 per week for each Supervisor.

Comparing the above-mentioned work loads, 19 Supervisors during the first half of the year handled an average of 137 items per week along with miscellaneous assignments, while during the latter part of the year 22 Supervisors averaged 163 items per week, or an increase of 26 items per Supervisor. Based on the calculation that a Security Index Supervisor should continue to handle approximately 137 items per week, it would appear that slightly over 4 additional Supervisors would be needed.

50 JAN 18 1954
Attachment

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Voluntary overtime in the Security Index Unit during the four-month period of August, 1953, through November, 1953, has averaged approximately 1 hour 53 minutes per man. This burden was found to be shared uniformly.

With respect to delinquency, a five-week survey covering the period 11-13-53 through 12-16-53 showed a total of 322 items (those held over 5 days), or a weekly average of 64 items. The survey did not include mail over 5 days old in the hands of stenographers and was based strictly upon the date-stamp placed upon mail entering the Internal Security Section and in the particular Section over 5 days. Under the new rules of delinquency, i.e., date stamp placed on mail arriving in the Division and in the Division over 5 days old, the Security Index Unit for the week ending 12-30-53 had 365 delinquent items. For the week ending 1-6-54 there was a total of 385 items. From these statistics, assuming that supervisory personnel could handle 137 items per week, as during the first part of 1953, the addition of 4 Supervisors should erase the current average of delinquency. This of course should be the aim; however, it cannot be positively assumed because of a highly fluctuating workload and the amount of special assignments in the Security Index Unit.

Morale is very good.

MISCELLANEOUS

20,861 Security matters were pending in the field as of 11-30-53. All offices with the exception of New York are under instructions to complete the Summary Report project in Security Index cases by 7-14-54. Ticklers regarding this project are being followed carefully. There are 24,010 subjects currently on the Security Index. 5,000 of this number have been added in one year.

Former Inspector Carlson, in February, 1951, following a survey in the Security Index Unit, pointed out that one Supervisor could adequately supervise not more than 100 to 125 items per week. This fact may have been true in early 1951, and, from the current survey, the facts indicate that such statistics would very definitely serve to keep a man busy; however, in view of the reduced appropriations, the need for economy, and the increased responsibilities, statistics of three years ago cannot be accepted as a measurement of today's necessities.

OBSERVATIONS

The addition of 4 Supervisors, not 6, is believed justified at this time. If the workload remains constant, there will be sufficient volume to represent a constant challenge.

RECOMMENDATIONS

(1) Recommend an addition of 4 Supervisors. If you approve, these men will be ordered in expeditiously.

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Approved
John
1/8

(2) Recommend a resurvey within 90 days pointed towards determining delinquency, current workload, and adequacy of manpower.

Tickets
set up -
D

SP
1-12
✓

Approved
John
1/8

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 23,
1953

FROM :

SUBJECT: REQUEST FOR ADDITIONAL SUPERVISORY PERSONNEL
SECURITY INDEX UNIT
INTERNAL SECURITY SECTION
DOMESTIC INTELLIGENCE DIVISIONSYNOPSIS:

Twenty-six Supervisors and three Clerk-Supervisors are presently assigned to the Security Index Unit in the Internal Security Section, Domestic Intelligence Division. Twenty-two of the Supervisors, who handle the bulk of mail received in that Unit, from October 5, 1953, to December 11, 1953, received 35,945 items of mail or a weekly average per Supervisor of 163 items. During that period in addition to those items, 7,790 Forms FD-122 and FD-128 were received requesting changes to existing Security Index cards and have not been considered in computing the weekly average indicated above. Each of the twenty-two Supervisors are following approximately 473 cases on tickler. The average weekly delinquency (items over five days old) in the Security Index Unit is 64 items. Voluntary overtime varied from 1 hour and 48 minutes to 1 hour and 58 minutes per day during the past four months.

As of November 30, 1953, there were 20,861 pending matters in the field in classification 100 (security matters) which with the summary report program indicates the high rate of incoming mail will continue for some time. From 100 to 125 items of mail per Supervisor is considered the amount of mail a Supervisor can adequately handle and operate at peak efficiency. When required to handle substantially more mail the possibility of error increases in direct ratio to the additional matters handled. Six additional Supervisors would bring the average mail to be handled per week by each Supervisor to approximately 128 items.

Since the Attorney General recently stopped the Department's review of all Security Index cases the entire responsibility for adding or deleting names from the Security Index is now placed upon the Bureau and I cannot over-emphasize the necessity for careful supervision of all work in the Security Index Unit.

58 JAN 29 1954

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RECOMMENDATION:

In the event you approve it is recommended that this memorandum be referred to the Administrative Division in order that consideration may be given to assigning six additional Special Agent Supervisors experienced in security work to the Security Index Unit.

DETAILS:

I have been closely following the work assignments for the Security Index Unit in the Internal Security Section to be certain that adequate supervisory personnel is assigned. All items



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handled in that Unit must receive careful study and consideration because of the importance of our Security Index Program in the event of an emergency. For two years we have closely followed the field offices stressing the absolute necessity of reducing delinquency and backlog of work in the security field in order that (1) all of our Security Index cases will be in order and for summary reports and (2) all potentially dangerous persons are included in our Security Index. As of Friday, December 11, 1953, there were 23,767 cards in the Security Index. As the result of the emphasis which we have placed on security work there has been a steady increase in the number of items received in this Unit.

I. SECURITY INDEX WORK LOAD AND SUPERVISION

A. Present Supervisory Personnel

The Security Index Unit in the Internal Security Section presently has 26 Supervisors assigned. Twenty-two Supervisors handle the volume of incoming mail into that Unit, the distribution being made by field office assignments. One Supervisor is assigned to handle the review of all mail adding or deleting names from the Security Index and letters received under our Responsibilities Program. One Supervisor is used for relief duty and special assignments. Two Supervisors handle the Emergency Detention Program over-all policy matters, special assignments, Bureau Bulletins, SAC Letters and related matters. In addition, 3 Clerk-Supervisors are assigned to the Security Index Unit.

B. Incoming Mail

In order to closely follow the work assignments, mail is counted on a weekly basis by each of the 22 Supervisors. The types of mail counted are broken down into 5 categories: (1) Reports (2) Letters (3) Miscellaneous items, including newspapers, publications, memoranda and teletypes (4) Security of Government Employees cases referred to the Unit for review and (5) Forms FD-122 and FD-128 which result in the preparation of or changes to Security Index cards.

The following figures are set out in order to advise you as to the amount of incoming items received during the past 10 weeks:

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<u>Date</u>	<u>Reports</u>	<u>Letters</u>	<u>Misc. Items</u>	<u>SGE Cases</u>	<u>FD-122 New Cards</u>	<u>Total</u>
10/5-9	1,172	1,838	453	47	98	3,608
10/12-16	1,120	1,687	539	76	74	3,496
10/19-23	960	1,591	470	20	98	3,139
10/26-30	1,181	1,901	467	25	115	3,689
11/2-6	1,212	1,875	578	34	86	3,785
11/9-13	1,114	1,795	469	19	84	3,481
11/16-20	1,160	1,783	578	12	175	3,708
11/23-27	982	1,636	445	8	75	3,146
11/30-12/4	1,220	1,740	806	14	116	3,896
12/7-11	1,324	1,877	606	14	176	3,997
<i>Handwritten: Total</i>	11,445	17,723	5,411	269	1,097	35,945

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Total
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For comparison purposes the total mail for the preceding 10 week period from July 27 to October 2, 1953, is set out under the same headings as indicated above.

<u>Reports</u>	<u>Letters</u>	<u>Misc. Items</u>	<u>SGE Cases</u>	<u>FD-122 New Cards</u>	<u>Total</u>
9,913	15,752	5,841	306	838	32,650

The above figures for the 10 week period from October 5 through December 11, 1953, represents a weekly average of 3,594 items for the 22 Supervisors handling the items in the Security Index Unit or approximately 163 per week for each Supervisor.

It should be noted that the above statistics do not include other items which are received in the Unit such as (1) Forms FD-122 and FD-128 recommending only changes to existing cards (2) 0-1 follow-up forms received from the field (3) SAC Letters (4) Bureau Bulletins or (5) Memoranda to all Supervisors. With reference to item (1) there were 7,790 Forms FD-122 (changes to existing cards) and FD-128 (change origin in security cases) received during the period and not counted in the above statistics. A large percentage of the FD-122 forms

indicating changes to Security Index cards requires no other action by the Supervisor other than initialing for the file after it has been determined that the appropriate changes have been made. However, in certain instances of that nature files must be called and reviewed to determine if the recommended changes are in accordance with existing instructions. In the case of the FD-128 forms the Supervisor handling the new office of origin must review the case file to determine if additional investigation is warranted.

I want to also point out that the Security of Government Employees cases referred to the Security Index Unit for review to determine if a Security Index card is warranted are counted as only one item in the statistics although the review may require a complete review of the Security of Government Employees file and the security file on the individual.

C. Cases Followed On Tickler

There are at this time approximately 10,406 cases being followed by ticklers by 22 Supervisors, an average of approximately 473 ticklers per Supervisor. Under present instructions each case must be followed once each 60 days.

D. Security Index Unit Delinquency

The delinquency (items held over 5 work days) in the Security Index Unit for the past 5 weeks is set out as follows:

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of del
system*

<u>Week Ending</u>	<u>Delinquent Items</u>
11/18/53	79
11/25/53	61
12/2/53	88
12/9/53	28
12/16/53	72
Total	322

Weekly average last 5 weeks - 64 (this does not include material over 5 days old in the hands of stenographers.)

E. Security Index Supervisors Voluntary Overtime

The average daily overtime for the Security Index Supervisors for the past 4 months is set out as follows:

August 1953	-	1 Hour 54 Minutes
September 1953	-	1 Hour 54 Minutes
October 1953	-	1 Hour 58 Minutes
November 1953	-	1 Hour 48 Minutes

F. Pending Work In the Field

As of November 30, 1953, there were 20,861 pending security matters in the field in classification 100, almost all of which matters are supervised in the Security Index Unit. In addition, with the exception of the New York Office, all offices are under instructions to complete the initial summary reports in all Security Index cases by July 14, 1954. After the original summary report is prepared the field is under instructions to review and prepare either an investigative or summary report once each year thereafter.

The New York Office as of November 30, 1953, had 5,219 pending active matters in classification 100. Due to the additional manpower placed on this type of work in the New York Office mail received from New York has increased drastically and at the present time the number of Bureau Supervisors handling mail received from New York has been increased to seven. For comparison purposes during the week ending July 31, 1953, the Bureau received 244 reports and 317 letters from New York while during the week ending December 11, 1953, 420 reports and 544 letters were received from New York.

Due to the size of our present Security Index which is continually increasing it appears that the high rate of incoming mail will continue for some time since considerable correspondence is necessary in any Security Index case to keep it properly evaluated and in order.

II. ADEQUACY OF SUPERVISORY PERSONNEL

Over a period of several years there has been a heavy volume of mail coming to our Security Index Desk from the Field. The closer and closer supervision we have continued to give to this work plus our specific repeated instructions to the field that the backlog and the delinquency in security cases must be reduced to an absolute minimum has resulted in an even greater volume of work being handled by our Security Index supervisors.

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In order to determine how much work a Supervisor could safely handle, the Training and Inspection Division made a study of the work load in the Security Index Unit and in a memorandum from Mr. Clegg to Mr. Tolson dated February 21, 1951, it was recommended that one Supervisor could adequately supervise not more than 100 to 125 items per week. My close supervision of our Security Index work enabled me to state that this evaluation of the amount of work a Supervisor can adequately handle is still true today. The recommendations in Mr. Clegg's memorandum, which were approved, was to the effect that the adding or releasing Supervisors to or from the Security Index Desk should be determined by the volume of work being received, keeping in mind that should items of mail received increase beyond 125 items per Supervisor, consideration should be given to adding additional Supervisors to the Security Index Desk.

I cannot overemphasize the necessity of careful supervision being given to the adding or deleting of names from our Security Index; especially since the Attorney General recently stopped the Department's review of Security Index cases. The entire responsibility for adding or deleting names is now placed upon the Bureau.

Careful analysis reflects that a Supervisor operates at peak efficiency when handling between 100 and 125 items of various types of mail per week. When a Supervisor is required to handle substantially more than this amount of work, the possibility of error increases in direct ratio to the added number of items assigned to him.

In view of the importance of this work and the careful supervision it must be given, I feel very strongly that the volume of mail assigned to each Supervisor should be brought down to the maximum amount he can handle efficiently which is not more than 125 items per week. In order to accomplish this, six additional Supervisors should be assigned to the Security Index Desk as soon as possible. Based on the rate of incoming mail during the past ten weeks, this will mean that with the six additional Supervisors each was assigned to the Security Index Desk will receive approximately 128 items of mail each week.

Although the ratio indicated above is slightly over the number of items a Supervisor can best handle, after the Supervisors are received and integrated into the work on the desk, I will continue to closely follow the work load to determine whether additional supervisors are needed or whether the work load will permit releasing supervisors from the desk.

